



**State of Minnesota**

**Metropolitan Council**

**July 1, 2022 – June 30, 2024: Affirmative Action Plan**

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# Statement of Commitment

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This statement reaffirms the Metropolitan Council (hereafter “the Council”) is committed to Minnesota’s affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with all equal opportunity and affirmative action laws.

I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender- based harassment, and harassment based on pregnancy.
- The Council is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.
- The Council will continue to actively promote a program of affirmative action, wherever women, Black, Indigenous, Hispanic, Asian, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.
- The Council will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, the Council will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the Council’s policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all residents of Minnesota.

If an employee or job applicant believes that they have been discriminated against or harassed, employees/applicants have a right to file a complaint with the Director of the Office of Equity and Equal Opportunity:

**Cyrenthia Jordan**

**Director of the Office of Equity and Equal Opportunity**

390 North Robert Street, St. Paul, MN 55101; 651-602-1085 or

560 Sixth Avenue North, Minneapolis, MN 55411; 612-349-7695.

Retaliation against an individual for bringing an employment or public service discrimination complaint, for cooperating in a complaint inquiry, or otherwise engaging in protected activity is prohibited.

**Philip Walljasper, Acting Regional Administrator:**



**Date Signed:** 06/08/2023

**Metropolitan Council 2022-2024 Affirmative Action Plan**

## Executive Summary

The Metropolitan Council’s Affirmative Action Plan (AAP) meets the requirements as set forth in Minnesota Statute 473.143; and where required, in Administrative Rule. Minnesota Management and Budget (MMB) provides plan approval. The AAP outlines: affirmative action goals, timetables, and reasonable and assertive hiring and retention methods for achieving these goals.

This affirmative action review revealed underutilization of the following protected group(s) in the following job categories based on data derived from the seven-county metropolitan area:

**Table 1 Workforce Underutilization Analysis of Protected Groups**

(x indicates the job categories and protected groups that have underutilization.)

Job Categories	Female	Racial/Ethnic Minorities	Individuals with Disabilities
Officials & Administrators	X	N/A	X
Professionals	X	N/A	N/A
Technicians	X	X	N/A
Protected Services: Sworn	X	N/A	N/A
Paraprofessionals	X	N/A	N/A
Office/Clericals	X	N/A	X
Skilled Craft	X	X	X
Service Maintenance	X	N/A	X

This policy and the *Discrimination, Harassment, and Inappropriate Behavior Policy* are posted on METNET,

<https://metcmn.sharepoint.com/sites/OfficeOfEqualOpportunity/Complaints/Pages/OEEO%20Investigation%20and%20Resolution%20Unit%20Home.aspx> the internal Council website. A copy of the entire

AAP is available from the Metropolitan Council’s Office of Equity and Equal Opportunity (“OEEO”). It is the responsibility of each employee to implement the affirmative action program and to apply the principles of equal opportunity and diversity in their day-to-day work.

**Cyrenthia Jordan, Affirmative Action Officer:** 

**Date Signed:** 06/08/2023

**Marcy Cordes, Human Resources Director:** 

**Date Signed:** 06/08/2023

**Philip Walljasper, Acting Regional Administrator:** 

**Date Signed:** 06/08/2023

## Organizational Profile

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### **METROPOLITAN COUNCIL**

The Metropolitan Council (Council) is the regional planning agency serving the Twin Cities seven-county metropolitan area and providing essential services to the region. The Council works with local communities to provide these critical services:

- operates the region’s largest bus system, and collects and treats wastewater,
- engages communities and the public in planning for future growth,
- provides forecasts of the region’s population and household growth,
- provides affordable housing opportunities for low- and moderate-income individuals and families,
- provides planning, acquisitions, and funding for a regional system of parks and trails, and
- provides a framework for decisions and implementation for regional systems including aviation, transportation, parks and open space, water quality and water management.

The Council is committed to environmental stewardship, sustainable solutions, and reduced energy use. The Council’s *Thrive 2040* outcomes are Stewardship, Prosperity, Equity, Livability, and Sustainability.

### **GOVERNANCE**

The 17-member Metropolitan Council has 16 members who each represent a geographic district and one chair who serves at large. They are all appointed by and serve at the pleasure of the Governor. The State Senate confirms Council member appointments. Thereafter, the Metropolitan Council chair selects the regional administrator.

### **MISSION**

The mission of the Metropolitan Council is to foster efficient and economic growth for a prosperous metropolitan region.

### **FINANCE**

The Council has an annual operating budget of just over \$1 billion: 70% of spending is for day-to-day operations; 17% is debt service for wastewater and transportation capital projects; and 11% is pass-through grants to other agencies. The Council’s source of funding comes from federal, state, and local intergovernmental revenues; property tax levies; transit fare revenue; wastewater treatment service fees; and, Motor Vehicle Sales Tax. The Council distributes millions in grants to regional park operations, community development projects, suburban transit agency operations, and housing assistance for low-income families.

**Website:** [www.metrocouncil.org](http://www.metrocouncil.org)

**Online newsletter:** [www.metrocouncil.org/NEWS-EVENTS.aspx](http://www.metrocouncil.org/NEWS-EVENTS.aspx)

**Metro Transit** [www.metrotransit.org](http://www.metrotransit.org)

**24-Hour Transit Information 612-373-3333**

**Metro HRA 651-602-1428**

**Metropolitan Council 2022-2024 Affirmative Action Plan**

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Information: 651-602-1140  
E-mail: [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us)

## Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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### A. Regional Administrator

#### Responsibilities

The Regional Administrator is responsible for providing executive leadership of the Council's diversity, equal opportunity and affirmative action programs, and compliance with all federal and state laws and regulations. The MMB Commissioner is responsible for reporting the Council's progress to the Governor and the Legislature.

#### Duties

The duties of the Regional Administrator include, but are not limited to:

- Recommend and submit equal opportunity, affirmative action and human resources policies, and an Affirmative Action Plan to the Council.
- Issue administrative procedures that implement Council affirmative action and equal opportunity policy. Issue a statement affirming the Council's commitment to affirmative action and equal opportunity and ensure the statement is disseminated.
- Ensure that the Council's work atmosphere and delivery of public services are free of discriminatory harassment and inappropriate behavior. Promote and incorporate equal opportunity, equity, and diversity and inclusion principles into business plans, strategic plans, and the Council's mission.
- Establish management/supervisory accountability; assess manager performance for engaging in nondiscriminatory employment practices and achieving affirmative action objectives in their work units.
- Authorize hiring in accordance with affirmative action goals and equal employment opportunity principles.
- Ensure organization-wide consistency of corrective action when discrimination complaints are substantiated. Approve corrective action requiring Regional Administrator authorization; obtain Council approval when board authorization is needed and take action, if needed, on complaints of discrimination and discriminatory harassment.
- Ensure the Affirmative Action Officer has support and sufficient staff to carry out the Affirmative Action Plan.
- Appoint Director of the Office of Equity and Equal Opportunity/Affirmative Action Officer and require the Affirmative Action Officer to report directly to the Regional Administrator. Ensure accountability for the Affirmative Action Plan is in the Affirmative Action Officer's position description.

#### Accountability

The Regional Administrator is accountable directly to the Metropolitan Council Chair.

**Metropolitan Council 2022-2024 Affirmative Action Plan**

## Name of individual responsible

Name: Philip Walljasper

Email: [philip.walljasper@metc.state.mn.us](mailto:philip.walljasper@metc.state.mn.us)

Title: Acting Regional Administrator

Phone: (651) 602-1787

## B. Director of the Office of Equity and Equal Opportunity/Affirmative Action Officer

### Responsibilities

Implement, direct, and manage the Council's equity, affirmative action, and equal opportunity policies and programs. The Affirmative Action Officer oversees the administration of the Americans with Disabilities Act, as Amended (ADA), Title II, and manages diversity, access, and inclusion initiatives, and other equal opportunity related matters.

### Duties

The duties of the Affirmative Action Officer include, but are not limited to:

- Develop and implement the AAP, program, and statement.
- Develop and recommend equal employment opportunity and diversity policies, procedures, and trainings.
- Ensure Council compliance with equal opportunity and affirmative action laws, regulations, and agency policies.
- Review the Council's AAP, equal opportunity program, and anti-discrimination policies with all managers and supervisors to ensure understanding.
- Develop strategies, in collaboration with Human Resources and management staff, for the recruitment of females, racial/ethnic minorities, individuals with disabilities, and veterans.
- Periodically review, in coordination with Human Resources, employment practices (e.g., hiring, promotions, training) such as the selection criteria used in the staffing process (e.g., minimum qualifications, interview questions and written tests); reasonable accommodation policies, complaint policies, performance evaluations, grievance procedures, and union agreements to ensure a nondiscriminatory process.
- Concur in the hiring and promotion process and be involved in the filling of all vacancies in the Council to the extent necessary to facilitate the attainment of affirmative action goals. This includes reviewing requests for non-affirmative, non-justified hires, if applicable.
- Investigate and manage the investigation of discrimination complaints and be informed of corrective actions when discrimination complaints are substantiated. Quarterly review of aggregate data and trends of complaints of illegal discrimination with Human Resource Director.
- Facilitate resolution of conflicts relating to diversity, including informal discrimination complaints.

- Design, implement, manage, and monitor internal audit and reporting systems regarding AAP and equal opportunity programs to measure plan and program effectiveness and to determine where progress has been made and where further action is needed.
- Assist management in collecting and analyzing employment data, identifying problem areas and setting goals, timetables and programs to achieve these goals.
- Meet with the Regional Administrator to report on organizational and work unit performance related to the agency's affirmative action/equal opportunity goals and contractor/vendor compliance. Also, meet with Executive Management Team members and/or management/supervisory staff to report on organizational and work unit performance related to the organization's affirmative action/equal opportunity goals and contractor/vendor compliance.
- Consult with and support all levels of management regarding issues and concerns related to diversity.
- Identify, design and provide diversity, affirmative action and equal opportunity training.
- Serve as the agency's ADA Coordinator, Title II and coordinate the ADA Title II grievance procedure. Respond to complaints about the employee reasonable accommodation procedure.
- Provide leadership to employee-based diversity committees and sub-committees and task forces, if any.
- Serve as the Council liaison to State, Federal and local governments, regulatory agencies and community organizations that serve females, racial/ethnic minorities, persons with disabilities, and veterans.
- Recommend and help implement mechanisms for communicating the Council's AAP, policies and procedures, and progress reports.
- Audit postings of the equal opportunity and affirmative action statement to ensure compliance information is posted and up to date and that the contact information for the Affirmative Action Officer is published.
- In concert with the Office of General Counsel, disseminate legal updates related to equal opportunity and affirmative action to the organization's managers and supervisors to maintain awareness of equal opportunity laws.
- Direct the work of the Office of Equity and Equal Opportunity (OEEO), delegate to staff, and provide equal employment opportunity investigative training to investigative staff. Including assignment of Affirmative Action Officer Designee and ADA Administrator, Title II, Designee.
- Designee of Regional Administrator to review and decide appeals of complaint investigations relating to discriminatory reprisal.

### **Accountability**

The Affirmative Action Officer is accountable to the Regional Administrator for program impacts and for ongoing program activities and direction. Staff within OEEO who work on affirmative action, equal opportunity, equity, access, diversity, and inclusion issues are accountable to the Director, Office of Equity and Equal Opportunity.

### **Name of individual responsible**

**Name:** Cyrenthia Jordan

**Email:** [Cyrenthia.jordan@metc.state.mn.us](mailto:Cyrenthia.jordan@metc.state.mn.us)

Title: Director, Office of Equity and Equal Opportunity

Phone: (651) 602-1085

## C. Affirmative Action Officer Designee

### Responsibilities

Designee is responsible for the implementation of the Council's AAP. The designee is directly accountable to the Council's Affirmative Action Officer for matters relating to affirmative action and equal opportunity programs, policies, and services.

### Duties

The duties of Affirmative Action Officer Designee include, but are not limited to:

- Ensure development and implementation of the AAP, program, statement, and data analysis.
- Fulfill all affirmative action reporting requirements by submitting standard reports.
- Ensure dissemination of all relevant affirmative action and equal employment opportunity information to appropriate staff and posted locations.
- Determine the need for diversity training and recommend training.
- Review policies, procedures, and practices to recommend changes to the Affirmative Action Officer.
- Partner with the Council's recruitment teams at their work locations.
- Comply with Metropolitan Council's anti-discrimination and anti-harassment policies.
- Designee for Affirmative Action Officer to ensure organizational compliance with equal opportunity and affirmative action laws, regulations, and agency policies.

### Accountability

The Affirmative Action Designee is accountable directly to the Affirmative Action Officer and indirectly with direct communication access to the Regional Administrator on matters pertaining to affirmative action and equal opportunity.

### Name of individual responsible

Name: Ashanti Payne

Email: [Ashanti.payne@metc.state.mn.us](mailto:Ashanti.payne@metc.state.mn.us)

Title: Asst. Dir. Office of Equity and Equal Opportunity

Phone: (612) 349-7660

## D. Human Resources Director/Human Resources Managers

### Responsibilities

Develop, recommend, and administer a human resources system that is consistent with and promotes diversity, equal opportunity and affirmative action objectives. The Human resource director oversees

**Metropolitan Council 2022-2024 Affirmative Action Plan**

the administration of the ADA, Title I and manages the removal of barriers to equal employment opportunity within the organization.

### **Duties**

The duties of HR Director include, but are not limited to:

- Develop and recommend Council human resources policies, procedures and programs that integrate diversity, equal opportunity, and affirmative action principles and objectives; and remove barriers to equal employment opportunity within the organization.
- Administer human resources programs, policies and procedures in accordance with current applicable Federal, State, and local statutes and regulations, and the Council's AAP.
- Advise managers and supervisors to ensure that personnel actions taken are consistent with equal opportunity and affirmative action principles.
- Develop and implement Human Resources Information System. Maintain data for equal employment opportunity and affirmative action reports and audits.
- Ensures that OEEEO, at the direction of the Equity and Equal Opportunity Director have access to personnel and agency data to fulfill its role and responsibilities.
- Collaborate with OEEEO to identify, develop, and conduct training relating to diversity issues.
- Advise management staff on appropriate corrective action when discrimination complaints are substantiated through investigations.
- Receive requests for employee reasonable accommodations in accordance with ADA. Lead work with appropriate personnel to approve or deny requests, or provide alternative accommodations, and maintain records.
- Assist with recruitment and retention of protected class persons and notify managers and supervisors of existing disparities.
- Maintain record of disciplinary action or corrective action across the organization.
- Conducts data analysis on workforce of the organization.
- Conducts Equal Pay and Pay Equity review of data analyzed.

### **Accountability**

HR Director is accountable to the Deputy Regional Administrator. Managers and staff within Human Resources who work on affirmative action and diversity issues are accountable to the HR Director. The HR Director is accountable for assisting managers and supervisors in human resources management activities.

### **Name of individual responsible**

**Name:** Marcy Cordes

**Email:** [marcy.cordes@metc.state.mn.us](mailto:marcy.cordes@metc.state.mn.us)

**Title:** Director, Human Resources

**Phone:** (651) 602-1582

## **E. Americans with Disabilities Act Coordinator, Title I**

### **Responsibilities**

**Metropolitan Council 2022-2024 Affirmative Action Plan**

The Americans with Disabilities Act (ADA) Coordinator, Title I is responsible for ensuring the Council's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

#### **Duties:**

The duties of the ADA Coordinator, Title I, include, but are not limited to:

- Provide guidance, coordination, and direction to leadership and management on the ADA.
- Develop policies, procedures, and practices to ensure that the organizations employment practices are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants.
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing organizational services and report reasonable accommodations as required by state or federal law.
- Manage and consult with and provide technical guidance to management in the interactive process of reasonable accommodation.
- Coordinate with the Office of General Counsel to research case law rules and regulation and update HR Directors on evolving ADA issues. Meet bi-annually with ADA coordinators and provide updates on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Provide reasonable accommodations to qualified individuals with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator, Title I, in consultation with the employee and supervisor, and other individuals involved must:
  - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis;
  - Determine the precise job-related limitations;
  - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job; and
  - After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer.
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund.
- Assist the staff of the Office of Equity and Equal Opportunity in designing and delivering specific ADA training for targeted groups.
- Comply with Metropolitan Council's anti-discrimination and anti-harassment policies and procedures.

#### **Accountability:**

The ADA Title I Coordinator is accountable to the Human Resources Director.

#### **Name of individual responsible**

**Name:** Deborah Aebi  
**Email:** [Deborah.aebi@metc.state.mn.us](mailto:Deborah.aebi@metc.state.mn.us)  
**Title:** Senior Manager, HR  
**Phone:** (651) 602-1319

**Name:** Todd Rowley  
**Email:** [Todd.rowley@metc.state.mn.us](mailto:Todd.rowley@metc.state.mn.us)  
**Title:** Director, Talent Mgmt HR  
**Phone:** (651) 602-1448

## **F. Director of the Office of Equity and Equal Opportunity/Americans with Disabilities Act Coordinator, Title II**

### **Responsibilities**

The Americans with Disabilities Act (ADA) Coordinator, Title II is responsible for ensuring the agency's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

### **Duties:**

The duties of the ADA Coordinator, Title II, include, but are not limited to:

- Provide guidance, coordination, and direction to Council management on the ADA. Ensure the organization develops and implements policies, procedures, and practices to provide services and programs that are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to the organization's management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing services.
- Coordinate with the Office of General Counsel to research case law rules and regulation and update Executive team on evolving ADA issues.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the ADA Coordinator, Title I, and Human Resources in designing and delivering training for employees in assisting with ADA modifications for the public.
- Provide reasonable modifications to members of the public with known physical or mental disabilities to ensure equal access and privileges to programming and services. The ADA Coordinator, Title II, will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification.
  - Identify the potential modifications and assess the effectiveness of each request.
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the agency.
- Comply with Metropolitan Council's anti-discrimination and anti-harassment policies and procedures.

### **Accountability:**

The ADA Coordinator, Title II, is accountable to the Regional Administrator.

**Metropolitan Council 2022-2024 Affirmative Action Plan**

## **Name of individual(s) responsible**

**Name:** Cyrenthia Jordan

**Email:** [Cyrenthia.jordan@metc.state.mn.us](mailto:Cyrenthia.jordan@metc.state.mn.us)

**Title:** Director, Office of Equity and Equal Opportunity

**Phone:** (651) 602-1085

## **G. ADA Coordinator, Title II Designee**

### **Responsibilities**

Designee is responsible for the implementation of the Council's Americans with Disabilities Act (ADA) Title II responsibilities. The designee is directly responsible to the Council's ADA Coordinator, Title II for matters relating to ADA Title II and service across the Council.

### **Duties**

The duties of ADA Administrator Title II as the ADA Coordinator, Title II Designee include, but are not limited to:

- Ensure development and implementation of the ADA Transition Plan and Corrective Action plan, program, and statement.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Coordinate with OEEO staff to provide training, technical guidance, and consultation to organization's staff on compliance and best practices to provide equal opportunity and access to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Review policies, procedures, and practices to recommend changes to the ADA Coordinator, Title II.
- Comply with agency anti-discrimination and anti-harassment policies, agency procedures, and equal opportunity and affirmative action laws, and regulations.

### **Accountability**

The ADA Administrator Title II is accountable indirectly and has direct access for communication to the Council's Affirmative Action Officer for matters relating to ADA, Title II.

## **Name of individual responsible**

**Name:** Guthrie Byard

**Email:** [Guthrie.byard@metc.state.mn.us](mailto:Guthrie.byard@metc.state.mn.us)

**Title:** ADA Administrator, Title II

**Phone:** (612) 349-7762

## **H. Council Leaders and Supervisory Staff**

### **Responsibilities**

**Metropolitan Council 2022-2024 Affirmative Action Plan**

Manage organization and work unit in accord with diversity, inclusion, access, equity, equal opportunity and affirmative action policies and plan and the agency's commitment to affirmative action and equal opportunity. All Council chair, council members, regional administrator, deputy administrator, general managers, executive leaders, directors, senior managers, managers, and supervisors share responsibility for implementing these programs and performing their job duties in a manner that promotes equal opportunity for all. The performance of chair, council members, regional administrator, deputy regional administrator, general managers, executive leaders, directors, senior managers, managers, and supervisors will be evaluated on the basis of the success of these programs in their work units, in the same way that manager/supervisor performance on other agency and business goals are evaluated.

## **Duties**

The duties of the chair, council members, regional administrator, deputy regional administrator, general managers, executive team leaders, directors, senior managers, managers, and supervisory staff include, but are not limited to:

- Actively support the Council in developing, implementing, and achieving its affirmative action/equal opportunity goals, and manage employee conduct to support the advancement of the equal employment opportunity program.
- As needed, review the qualifications of all unit employees to assure that racial/ethnic minorities, females, people with disabilities and veterans are given full opportunities in all terms and conditions of employment, e.g., transfers, promotion, benefits, development and training.
- Ensure all unit employees have access to career counseling and career development opportunities.
- Take prompt and appropriate action upon learning of an employee's possible violation of the agency's Discrimination, Harassment, and Inappropriate Behavior Policy in accordance with the organizations procedures.
- Cooperate in Discrimination, Harassment, and Inappropriate Behavior investigations or resolutions and take remedial actions, as needed, to address the behavior identified in the complaint.
- Address conflicts related to diversity, equal opportunity and affirmative action issues including initiating and participating in the informal complaint resolution process.
- Understand role in and partner with HR to facilitate interactive process for workplace adjustments and reasonable accommodations.
- Understand role in and follow the Council's policy on inclusion of disadvantaged businesses in all purchasing and contracting efforts.
- Actively participate in the Council's periodic audits regarding employment practices to identify and remove barriers obstructing achievement of specified goals and objectives and ensure ADA compliance and display of equal employment opportunity poster and agency diversity policies and procedures.
- Assist the Office of Equity and Equal Opportunity and management staff in identifying organization and work unit problem areas, establishing organization and work unit goals and objectives, and maintain and update the personnel database for generating reports required for nondiscrimination program.
- Participate in regular meetings with other managers, supervisors, affinity groups, and employees to assure that the agency's diversity policies and procedures are communicated and being followed.

- Assist the Office of Equity and Equal Opportunity Director in developing and implementing equity and diversity training.

### **Accountability**

Chair and Council Members are accountable to the Governor of the State of Minnesota. Regional Administrator is accountable to the Metropolitan Council Chair. Deputy Regional Administrator, General Managers, Executive Leaders are directly or indirectly accountable to the Regional Administrator. Executive Leaders, Directors, Senior managers, and supervisory staff are accountable directly or indirectly to General Managers, Division Directors, Deputy Regional Administrator, and Regional Administrator. All leadership, manager and supervisory staff must comply with equal opportunity and affirmative action laws, regulations, and agency policies.

## **I. All Employees**

### **Responsibilities**

All employees are responsible for conducting themselves in accordance with the Metropolitan Council's policies and procedures on equal employment opportunity, affirmative action, discrimination, harassment, inappropriate behavior and respectful workplace.

### **Duties:**

The duties of all employees include, but are not limited to:

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.
- Refrain from any actions that would adversely affect a colleague or other staff based on their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, religion, sexual orientation, gender expression, gender identity, reliance on public assistance, and membership or activity in a local human rights commission.
- Comply with Metropolitan Council's anti-discrimination and anti-harassment policies including the Discrimination, Harassment and Inappropriate Behavior policy and procedures.
- Apply the principles of equal opportunity and diversity in their day-to-day work and work environment.
- Encourage use of the Council's complaint procedure and/or EthicsPoint when employees or colleagues believe they have been subjected to discrimination or harassment or unfair work practice.

### **Accountability:**

Employees are accountable to their General Manager, Division Director, and designated management/supervisory staff. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan and must comply with equal opportunity and affirmative action laws, regulations, organization policies and procedures.

## Communication of the Affirmative Action Plan

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The Council's Office of Equity and Equal Opportunity is responsible for communication and dissemination of the Affirmative Action Plan. The following information describes the methods that the Office of Equity and Equal Opportunity takes to communicate the Affirmative Action Plan to employees and the general public:

### Internal Methods of Communication

- **Internal memorandum.** The Regional Administrator will sign the Policy Statement endorsing the Affirmative Action Plan and provide written communications regarding the equal employment opportunity (EEO) program and implementation. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employee's responsibility to support and implement equal opportunity and affirmative action.
- The Director of the Office of Equity and Equal Opportunity will provide a copy of the AAP and will meet with the Executive Management Team to discuss the plan and implementation at least semi-annually.
- The Council Division Directors and General Managers will review the AAP with their respective senior managers.
- Managers and supervisors will be responsible for providing opportunities for employees to review the AAP.
- Employees will be responsible for reviewing the AAP and have independent access available electronically and in hard copy, upon request.
- Managers, supervisors, and employees will receive periodic equal employment opportunity training which will include how to handle alleged acts of discrimination in the workplace and the complaint process.
- Office of Equity and Equal Opportunity will meet with employees and affinity groups to seek input on program implementation.
- Office of Equity and Equal Opportunity conducts equal opportunity/affirmative action training for new managers and supervisors after their hire, promotion, or appointment.
- **Intranet.** A copy of the AAP, which includes the Policy Statement, will be posted on the Council's MetNet Office of Equity and Equal Opportunity webpage <https://metcmn.sharepoint.com/sites/AffirmativeAction/Pages/Home.aspx>
- As requested, the Council will make the AAP available in alternative formats.
- **Printed copy.** Copies of the Affirmative Action Plan will be available to all employees through their manager, or from the Office of Equity and Equal Opportunity, located at 390 N Robert Street, St. Paul, MN 55101.
- **Signage.** The Policy Statement and Equal Employment Opportunity materials will be posted on bulletin boards, manuals, reports, in breakrooms, in personnel and operations manual, employee handbooks, and in employee orientation materials.

## External Methods of Communication

- **Public website.** A copy of the AAP, which includes the Policy Statement, will be posted on the Council's, website: <https://metrocouncil.org/About-Us/What-We-Do/Office-of-Equal-Opportunity.aspx>. Printed copies are available to anyone who requests it. As requested, the agency will make the plan available in alternative formats.
- **Equal opportunity employer language.** The agency's website homepage, letterhead, publications, and all job postings include the statement "The Metropolitan Council is an equal opportunity employer." The Council will also ensure marketing material reflects the organizations diversity and inclusion representation and values.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. Examples of posters displayed include, Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.
- A physical copy of the Agency's Affirmative Action Plan is available to contractors, vendors, and members of the public, upon request, at the following address: **390 N Robert Street, St. Paul, MN 55101**

## Job Category Analysis

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The Council conducted a Job Category Analysis to determine the percent of protected group employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the agency. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions. The Job Category Analysis used in this Plan is consistent with the template provided by Minnesota Management and Budget (MMB) and Plans submitted by other agencies.

## Determining Availability

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For purposes of this Affirmative Action Plan, "availability" means an estimated percentage of qualified females, racial/ethnic minorities<sup>i</sup>, or individuals with disabilities in the relevant labor market who are available for positions in each job category at an agency.

The Council used the United States Census Bureau's 2016-2020 American Community Survey, which is the most current statistical information available at the time of developing this Affirmative Action Plan.

The Council used the American Community Survey statistical data for external availability and feeder job statistics of employees for internal availability. For affirmative action purposes, "feeder job" means staffed positions within the agency that can be promoted and/or transferred into/within EEO job categories (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the agency's past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix D. Feeder Jobs and Appendix E. Determining Availability for details).

## Utilization/Comparing Employees to Availability, Goal Establishment, and Timetables

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Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state. As explained in the previous section, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state agency.

Through the utilization and availability analysis, the Council has determined which job categories are underutilized for females, racial/ethnic minorities, and individuals with disabilities in the agency and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action program. Effective hiring goals are strategic, actionable, and measurable efforts the Council is committed to pursuing and implementing in 2022-2024.

The goals are not quotas, nor do they require protected group status-based hiring preferences. They are aspirational goals so that the Council makes good faith efforts to remove barriers to equal employment opportunity.

The Council used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, or individuals with disabilities is less than reasonably would be expected given the workforce participation in the labor market area, and that difference is at least one whole person (more than 1), then a goal is established for that job category. When a hiring goal for a job category is established, a percentage goal equal to the final availability percentage is calculated for females, racial/ethnic minorities, and individuals with disabilities in that job category.

In Appendix F. the Utilization Goals indicates if a job category by protected group is underutilized.

Area(s) in the Council’s workforce that require further monitoring appear in the “Establish Goals?” column as:

- “Yes”: there is underutilization.
- “Monitor”: the agency needs to monitor the job it may be underutilized where employee movement occurs.

In **Table 2. Hiring Goals by Job Category and Protected Group**, if a protected group in a job category shows “Monitor,” the Council will proactively make good faith efforts to recruit external qualified protected groups. The Council will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

**Table 2. Hiring Goals by Job Category and Protected Group** is a summary of hiring goals by job category and protected group. The actions the agency will take to address these hiring goals will be described in [Corrective Actions and Action-Oriented Programs](#) section. Refer to Appendix F. Utilization-Goals for details for underutilization and hiring goals.

**Table 2. Hiring Goals by Job Category and Protected Group**

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2022-2024	Racial/Ethnic Minorities Establish Goals?	Racial/Ethnic Minorities If Yes, Goals for FY 2022-2024	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2022-2024
Officials/Administrators	Yes	38.3%	N/A	N/A	Yes	3.8%
Professionals	Yes	50.8%	N/A	N/A	N/A	N/A
Technicians	Yes	55.3%	Yes	28.0%	N/A	N/A
Protective Services: Sworn	Yes	19.0%	N/A	N/A	Monitor	N/A
Protective Services: Non-Sworn	Yes	28.6%	N/A	N/A	Monitor	N/A
Paraprofessionals	Yes	78.9%	Monitor	N/A	Monitor	N/A
Office/Clerical	Yes	57.7%	N/A	N/A	Yes	6.0%
Skilled Craft	Yes	15.6%	Yes	34.2%	Yes	5.0%
Service Maintenance	Yes	40.7%	N/A	N/A	Yes	8.5%

## Identification of Areas for Further Monitoring

Monitoring personnel activity helps the Council monitor progress in meeting hiring goals. Data from the previous plan period can help indicate when changes to program efforts are appropriate.

## Progress Reports

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the Council’s monitoring practices, the Council evaluated if it met the hiring goals established in the prior Affirmative Action Plan (refer to **Appendix A. Progress Report**).

**Appendix A. Progress Report** includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the Council attained the hiring goal(s).

Where the indication of the “Goal Met?” column is:

- “Yes”: the Council met the goal established in the prior Affirmative Action Plan.
- “No”: the Council did not attain the goal established in the prior Affirmative Action Plan.
- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.

## Females

Females represented approximately 26.1% of the Council’s workforce. There was a total of 1063 separations during the reporting period. Females accounted for 28.0% of all separations (includes retirement). This is higher than the total workforce representation. However, the percentage representation of females in the Council’s workforce increased and the percentage of separations of females decreased since the last reporting period. The Council is making progress towards addressing the underutilization of women, but underutilization remains in this reporting period. The progress is slow in most of the frontline positions which account for approximately 40% of the Council’s total workforce. Despite recruitment efforts applicants and hires for women in these categories have been low. Breaking it down further, white women are not applying and competing for positions in these categories. The Council has been operating with a shortage of bus operators for several years and has had to reduce overall service as a result.

## Racial/Ethnic Minorities

Racial/Ethnic Minorities represented approximately 36.3% of the Council’s workforce. There was a total of 1063 separations during the reporting period. Racial/Ethnic Minorities accounted for 39.6% of all separations. This is higher than the total workforce representation. The Council had underutilization for Racial/Ethnic Minorities in two EEO Job Categories. However, as a total the Council’s workforce we are not underutilized for Racial/Ethnic Minorities. In addition, the percentage representation of Racial/Ethnic Minorities in the Council’s workforce increased and the percentage of separations of Racial/Ethnic Minorities decreased since the last reporting period.

## Individuals with Disabilities

Individuals with disabilities represent approximately 2.8% of the Council’s workforce. There was a total of 1063 separations during the reporting period. Individuals with disabilities accounted for 3.9% of all separations. This is higher than the total workforce representation. In the previous reporting period the separation rate for Individuals with disabilities was lower than actual representation of Individuals with disabilities in the Council’s workforce. There were no clear reasons for this change identified through our Employee Engagement /Equity survey conducted during the period. We will implement any recommendations that develop through our “Great Place to Work” initiative.

## Separations

**Appendix B. Separation Analysis** shows the results by separation type and the protected group during the prior Affirmative Action Plan period. The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, if there were 15 separations in total and of those separations, 10 employees separated due to dismissal or non-certification, then the dismissal or non-certification percentage is 66.67% (10 divided by 15).
2. The “percentage type<sup>1</sup>” indicates percentages by protected group within a separation type. For example, if there were 10 separations by dismissal or non-certification in total and of those separations, eight were female employees, then the female dismissal or non-certification separation is 80.00% (8 divided by 10).

## Corrective Actions, Action-Oriented Programs, and Timetable

The Metropolitan Council’s Affirmative Action Program is designed to implement the provisions of this Affirmative Action Plan and meet requirements found in Minnesota Statutes, section 473.143. These Action-Oriented Programs are carried out throughout this Affirmative Action Plan period.

### Corrective Actions

This section identifies ways the Council will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups (broken down by specific job categories).

The agency developed the below action-oriented programs specific to the job category/protected group(s) identified in the “[Identification of Areas for Further Monitoring](#)” section supported by the “[Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable](#)” and “[Personnel Activities](#)” sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions
<p><b>Officials/Managers</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• Individuals with disabilities are underutilized.</li> <li>• Lower promotional rate into this job category for females and individuals with disabilities, which contributes to the underutilization for these protected groups.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>By December 31, 2022, partner with female and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li>• <i>In March 2022, completed manager and supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge and leadership skills.</i></li> <li>• <i>By December 2022, officials and managers complete Performance Check-In.</i></li> <li>• <i>In August 2022, officials and managers conduct a midyear Performance Check-In.</i></li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By December 31, 2022 review agency exit survey data and conduct an analysis. Develop a plan to address any significant issues.</li> <li>• In March 2022, completed manager and supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge and leadership skills.</li> </ul>
<p><b>Technicians</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• racial/ethnic minorities are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By December 31, 2022, partner with women organizations, community organizations and trade associations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> <li>• In March 2022, completed manager and supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge and leadership skills.</li> </ul>
<p><b>Protective Services: Sworn</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By December 31, 2022, partner with female organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> <li>• In March 2022, completed manager and supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge, and leadership skills.</li> </ul>
<p><b>Protective Services: Non-Sworn</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By December 31, 2022, partner with female organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> <li>• In March 2022, completed manager, supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge, and leadership skills.</li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Paraprofessionals</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• The Council needs to “monitor” racial/ethnic minorities because underutilization may occur by some employee movement.</li> <li>• The Council needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement.</li> </ul>	<ul style="list-style-type: none"> <li>• In March 2022, completed manager, supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge, and leadership skills.</li> <li>• In August 2022, officials and managers conduct a midyear Performance Check-In.</li> <li>• By December 2022, officials, and managers complete Performance Check-In.</li> </ul>
<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• Individuals with disabilities are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• In March 2022, completed manager, supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge, and leadership skills.</li> <li>• By June 30, 2023, provide workshops on career ladders and enhance Mentoring Works program to mentor and support career development.</li> </ul>
<p><b>Skilled Craft</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• racial/ethnic minorities are underutilized.</li> <li>• Individuals with disabilities are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By December 31, 2022 partner with community organizations, trade, associations, and training organizations that provide diverse candidates for current Council skilled craft training programs.</li> <li>• By December 31, 2022 review agency exit survey data for protected groups and conduct an analysis. Develop a plan to address any significant issues.</li> <li>• In March 2022, completed manager, supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge and leadership skills.</li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Service Maintenance</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• Individuals with disabilities are underutilized.</li> <li>• Low number of female qualified applicants resulted in low rate of female hires.</li> <li>• Data shows people of color professionals disproportionately leave voluntarily by resignation.</li> </ul>	<ul style="list-style-type: none"> <li>• By October 31, 2022, contact local vocational schools, female trade associations, Department of Employment and Economic Development (DEED), and training centers to increase recruitment efforts.</li> <li>• By December 31, 2022, and ongoing, plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out females.</li> <li>• By December 31, 2022, review agencies exit survey data for racial/ethnic minorities and conduct an analysis. Develop a plan to address any significant issues.</li> <li>• In March 2022, completed manager, supervisor training to help managers increase their inclusion and equity-related leadership skills. In progress, by March 2023 complete employee forum training to help employees increase their inclusion and equity-related awareness, knowledge and leadership skills.</li> </ul>

## Action-Oriented Programs

### Barriers

The Council encountered challenges and made progress relative to our workforce composition and employment practices. Challenges brought on by the pandemic and a difficult labor market created some constraints to the Council’s ability to completely address underutilization.

### Recruitment and Processes

The Council takes the following actions to improve recruitment and increase the number of qualified females, racial/ethnic minorities, and individuals with disabilities in the applicant pool:

- 1) **Outreach and Engagement with Community Based Organizations (CBOs)** – With support from OEEO the Council’s Workforce Development Team is leading the effort to connect and reconnect where appropriate with CBOs to assess status, willingness, and ability to engage with the Council on recruitment efforts, job-specific requirements, training initiatives and outreach. In the initial phase 25 organizations have been broken down into cultural groups, faith-based, and non-profits. Connecting with them on relevant initiatives. Council staff are staying in periodic contact (bi-monthly). The goal is to have a consistent touch point - not just transactional. The Council has connected with these agencies on initiatives such as the bus operator one-day event, Building Strong Communities, and the upcoming Bus Maintenance program. Outreach is continuous and focusing on operator hiring and will shift to Transit Technician Pathway Program. Discussions will

continue with Transit Operations and Procurement to explore the opportunity to contract with organizations to pay them to hold Transit Bus Operator events and for successful Bus Operator referrals.

- 2) **Urban Scholars** - The Urban Scholars program is a leadership and professional development internship program providing college students from diverse racial and ethnic backgrounds with distinctive professional experience. The program is focused on essential leadership skills and creating resume-building career pathways, training the next generation of leaders. These internships are offered annually and run from May through August.
- 3) **Ability Internship Program** - Internship program that provides Divisions/Departments the opportunity to employ interns with disabilities, gain knowledge and experience in managing and creating an inclusive work environment for all. In addition, this work informs managers supervisors, HR and OEEO in the development of a formal program to recruit, employ and retain individuals with disabilities in Council workforce. This pilot program was implemented in 2021 and included several events to train hiring managers. The Council received 20 applicants for the 12-week pilot and interns began their employment term in May 2022. The Council will evaluate program success and feedback provided to inform future direction of the initiative.
- 4) **Workforce Training focused on Skilled Craft Job Category** – The Council has identified significant underutilization within this Job Category. This effort will create trainee pathway programs and initiatives that give exposure and experience in entry-level skilled craft positions for candidates seeking opportunities with the Council. This program includes focus outreach to protected class groups. Workforce Development is working with 5 Departments to create programs that will support AAP program plan goals in recruiting for the following programs: Building Strong Communities, Council’s Office of Risk, Farebox Tech, Construction Inspector (continue), and Bus Maintenance Apprenticeship program. Farebox Technician and Bus Mechanic Apprenticeship programs will begin outreach, enrollment and launch by September 2022.
- 5) **Equity Recruitment Scorecard** – This effort provides a review and equity score to the recruitment and hiring process for Council positions. There are six different areas of the scorecard to ensure diversity, equity and inclusion are incorporated into the Council’s recruitment and hiring process. The initiative launched June 1, 2022. Training for hiring managers, a communication plan and implementation plan were included as part of the roll out. Intentional resources will be created and provided to hiring managers. A quarterly review will be conducted to evaluate.
- 6) **Testing of Applicants** - Review Testing procedures as they relate to qualifying applicants for positions in the Council. OEEO and HR are working with OGC to develop a process to ensure our testing is appropriate for the position it applies to all processes and procedures comply with State and Federal standards. All Mech/Tech/Electrical skills- based testing has been suspended. Request For Proposals has been issued to get a vendor to create a new procedure and conduct all the statistical tests for adverse impact. The workgroup has Inventoried all other tests and updating as needed. The group is currently revising and reviewing Knowledge Skills and Abilities (KSAs) and issued an RFP for a vendor to create a test and validation process. A vendor has been selected, but no contract has been executed. An additional RFP will be issued for all the other candidate assessments.
- 7) **Workforce Data Dashboards** - Active Dashboards that track progress on AAP Program Plan goals and provide current data on recruitment, employment, and Council workforce data. The Affirmative Action/EEO Plan dashboard was the first to be launched and is accessible to all Council employees. Additional workforce equity components were released in March 2022 that show new hire data, promotion, separation, and turnover by level going back to 2014. NEOGOV

data (recruitment, application and hiring process) will be next phase. Data is disaggregated, broken down by Division and can be constructed based on Department needs. Dashboards are live and accessible to all Council employees. OEEO and HR are working with OGC regarding public availability. Council Communications staff will assist with how to share with the public.

## Retention

The Council will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- 8) **Engagement Survey** – Racial/ethnic minorities, females and persons with disabilities are leaving our agency at rates that exceed their representation in our workforce. Retention is a major focus of our AAP objectives. There will also be training, tools and resources developed and informed by the survey to provide to Supervisors and Managers. This process will help the Council identify barriers and issues that hinder successful employment and retention of racial/ethnic minorities, females, and persons with disabilities within our workforce. The Engagement Survey included questions from the Gallup survey, respectful workplace and equity questions that will assess overall employee engagement. The survey closed in January 2022. The work team that includes representatives from all Council Divisions, HR, and OEEO have analyzed the data (including the open-ended equity questions) along demographic data, union representation, Division, Department, and work status (remote vs. on-site). Results were shared with Council Leadership beginning April 2022. Information sessions for Council employees and focus groups followed. The employee sessions were conducted with Sr. Executives panel discussion and attended by 461 employees. An Action Plan has been developed as a result of this effort that is focused around Manager work to engage employees (sharing information, encouraging development, involvement in decisions and recognition). The second phase will include respectful interactions, a module on sexual harassment, tracking retention and employee check-ins through the Council's Performance Management System.
- 9) **Employee resource Groups (ERGs)** – ERGs are an important component of employee engagement, development, and retention. In addition, OEEO and HR have and will utilize these affinity groups to share information, receive input/feedback, and solicit ideas for strategies and initiatives that help create an inclusive work environment that allows employees to be empowered, contribute and be their best at the workplace. The Council approved the policy, process, and procedures for the development and approval of ERGs at the Council. The Black Indigenous and People of Color (BIPOC) group, Advancing Women in Transit (AWT) and Pride ERGs have been formally adopted and the Disability group is in process of formal adoption. A practice has been created for access to funds for events and outreach efforts.
- 10) **Career Ladder Workshops** - Provide workshops on career ladders and enhance Mentoring Works program to mentor and support career development. Currently, the Mentoring Works Program is active, and Career Enrichment is active. There will be further development relative to career ladders throughout 2022. There are 8 career paths published on the Council's internal website (MetNet). In coordination with the work on the Employee Engagement Survey guidance and tools will be developed to assist Managers and Supervisors to be intentional in identifying and promoting the professional development of protected class employees and

employees with disabilities. Virtual MentoringWorks launched in late March 2022 with 13 pairs (mentors/mentees).

- 11) **Operator Retention & Separation** - Review employment process for bus and rail operators to determine where and at what point candidates and employees are falling out of the process. There are high separation rates for females and Black candidates/employees in this job classification. There is a need to figure out where in the process this is occurring and develop strategies that impact retention rates for the groups. Operator data is collected once per week and work needs to continue relative to assessing, organizing, and communicating the data. Efforts are being coordinated with the Transit Equity Team, Bus Operations, and Bus Operator Training department.

## Training

Training is open to all employees. Employees can take on-line courses on or off site. HR's Learning Organizational Development (LOD) staff members serve as internal consultants in creating customized solutions for a wide variety of business challenges. LOD believes people learn in all kinds of ways and provide support for on-the-job learning and self-directed learning as well as classroom instruction. Some of the training delivery methods used to engage a wide variety of learning styles include:

- Job aids;
- Structured on-the-job training;
- Web-based training; and
- Instructor-led, classroom training.

LOD's open-enrollment calendar of events includes:

### Management and Leadership Development

Provides core courses and create a variety of learning opportunities that help build managerial and leadership skill and effectiveness.

### Professional Skill Development

Provides a broad base of development opportunities for all employees to:

- Maintain professional skills and build new competencies that support organization goals
- Build computer expertise and support computer upgrades through varied learning options

The Council will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- 12) **Racial Equity Training** - Equity training including Intercultural Development Inventory (IDI) and Leadership Forum delivered top down to Council employees. This training was delivered to Council Chair, Council Members, Council Executive Leadership, Managers and Supervisors and completed in 2021. Council Chair, Council Members, and Council Executive Leadership also participated in the Intercultural Conflict Style Inventory (ICS) and received individual consultation with a vendor related to results and development of action plan. Over 90% of Council Managers and Supervisors completed the IDI and the Council employed the assistance of third-party vendors to support the training effort. All staff were assigned Unconscious Bias training virtually

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for on demand viewing. OEEO and HR received input regarding the delivery mechanism for employee racial equity training - customized content and delivery method where varying schedules and access is more difficult (Bus Operators, Plant Operators, Mechanic Tech, Metro Transit Police Department). There was collaboration with business unit operations staff to determine best approach. The second phase for core Racial Equity Training is in progress for all Council staff. The target goal is to train 2000 Council employees in virtual and in-person formats. This includes 15 sessions. The training launched on June 21, 2022, and will be complete by October 1, 2022.

13) **Leadership Forum** - A mandatory training designed to assist our managers and supervisors to build their management skills, increase their inclusion and equity-related leadership skills to work more effectively with diverse employees and communities. The Leadership Forum is transitioning to an annual training.

Objective:

- Transition managers and supervisors from being reactive to proactive;
- Refresh policies and procedures with managers and supervisors;
- Open discussion on topics such as racism, ableism, and equity;
- To ensure the Council is hiring, retaining and promoting employees as prescribed in our state and federal AA Plans.

LOD and the Office of Equity and Equal Opportunity will develop the curriculum and use knowledgeable internal staff as well as external presenters to deliver the content and conduct support services in developing an action plan to embed learning. Executive division leaders designate staff to engage in a subsequent workshop for collaborative planning to activate action items within workplans for organizational impact and outcomes.

Additionally, the council will conduct the following training related activities designed to promote the retention of females, racial/ethnic minorities, and individuals with disabilities and build a culture where all employees feel welcome and empowered to contribute their best:

- *Complete Racial Equity Training to grow understanding, acceptance, and inclusion of employees of various backgrounds.*
- *Develop and implement Digital Accessibility Training to grow understanding, skills and ability in providing access to all individuals.*
- *Announce training opportunities to all employees.*
- *Provide unconscious bias training to all employees.*
- *Ensure all new hires receive inclusive workplace e-learning training.*

Proactively, the Council will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- Evaluate and access the selection process for promotion and transfer opportunities.
- HR will conduct virtual webinars for employees to receive information and ask questions about the areas of Recruitment and Selection, Promotion, Training and Development Opportunities, and Employee Retention.
- Conduct exit interviews, analyze the data, and address identified concerns.
- Create an inclusive workplace by providing frequent training and modeling appropriate workplace behavior.

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- Require racial equity and equity training curriculum for hiring managers and key decision makers in all employment processes (recruitment, employment, promotion, layoffs, termination and training opportunities).
- Encourage all new hires to receive applicable trainings for their career development.
- Provide professional development plans and communicate to employees' leadership ladder/succession planning.
- Refine, implement, promote and encourage employee participation in Employee Resource Groups.
- Create and implement the Council's Anti-Racism and Economic Justice Trust strategy and action plan that includes people-focused indicators related to promotion, salary and living wage.

**Persons Responsible:**

- **Director, Office of Equity and Equal Opportunity**
- **Director, Human Resources**

## **Methods of Auditing, Evaluating, and Reporting Program Success**

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### **Pre-Employment Review Procedure/Monitoring the Hiring Process**

#### **SELECTION PROCESS**

The hiring process begins when the hiring manager initiates a business case form for approval of a personnel requisition for a job opening. All applicants for employment must complete an application through NeoGov. The application provides information required to evaluate the potential match in skills and work history. An application secures authorization to check references, an applicant's background, and credentials. Employees who meet minimum qualifications and pass prescribed tests, where applicable, and who compete for promotion and transfer opportunities are interviewed. OEEO will review the applicant pool and recruitment plan, if any, prior to release of the pool to the hiring manager.

The hiring manager and at least one additional Manager/Supervisor will conduct a Subject Matter Expert (SME) review of the applicants. When an extremely high number of applicants apply for a job opening where a single or relatively few positions are to be filled, the HR Department will establish an interview cutoff score based on objective criteria.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process to the candidate (e.g., interview process, testing process). All candidates are provided information regarding the procedure to request reasonable accommodations, if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if there is a need for reasonable accommodation in advance.

The interview process results in a recommendation for hire. HR and hiring managers document hiring decisions and OEE0 reviews documentation for bias. OEE0 concurs all hires in job categories that indicate an affirmative action need. If the need is not met, OEE0 requests justification for the missed opportunity. After concurrence, reference checks, medical clearance, salary determination, orientation schedule, and start date must be finalized. HR representatives will communicate this information to the applicant. The HR Department will also notify those applicants who did not receive an interview opportunity and those who were interviewed but not hired of their status. This notification will include an invitation to continue expressing an interest in employment opportunities with the Council and an expression of appreciation for already having done so.

All applicants may contact the HR's Career Advisor with questions about their application status and may request a meeting, upon notice of non-selection, to review their individual application/candidate determination. Where applicable former applicants may be notified electronically of similar job postings within the organization that are open for application.

*Schedule for Review of Job Requirements:* The Human Resources staff in coordination with OEE0 will regularly review all physical and mental job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. Staff will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job and will remove any physical or mental requirements that do not meet these criteria. Any job descriptions or requirements changed after review will be available in an updated class specification available to hiring and supervising managers on the Council's NeoGov site.

*Pre-Employment Medical Screening:* If the Council requires medical screening or inquiries as a part of our selection process, all screening or inquiries will be conducted after a conditional offer of employment. Only job-related medical screenings and inquiries will be conducted, and the results of these screenings or inquiries will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or screenings will be kept confidential except that: (a) Office of Equity and Equal Opportunity, Occupational Health, and officials of state or federal agencies investigating compliance will be informed if they request such information; and (b) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations.

## **ACCOMMODATIONS TO PHYSICAL AND MENTAL DISABILITIES OF EMPLOYEES**

The Council will make reasonable accommodations and workplace adjustments to the physical and mental limitations of an employee or applicant unless such an accommodation or adjustment would impose an undue hardship on the conduct of the business of the Council.

The Council will take the following actions to improve the selection process that will provide opportunity to remedy underutilization of females, racial/ethnic minorities, and individuals with disabilities:

- The Council will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of females, racial/ethnic minorities, or individuals with disabilities.

- The Office of Equity and Equal Opportunity will review the applicant pool before release of applicants to the hiring manager. Office of Equity and Equal Opportunity will receive confirmation from HR that personnel identified for the interview panel have received training.
- Personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes will be trained to ensure that there is a commitment to equal opportunity, inclusion, and the affirmative action program and its implementation; and best practice to remove bias and microaggressions in decision making.
- The Council will monitor the Hiring Process to include every hire and track the number of females, racial/ethnic minorities, and individuals with disabilities in each stage of the selection process.
- Directors, managers, and supervisors will work closely with Human Resources in reviewing the requirements for an open position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action are carried out.
- Directors, managers, and supervisors must document their hiring decisions and equal opportunity professionals will review for bias in the concur to hire process.

#### **Persons Responsible:**

- **Director, Human Resources**
- **Director, Office of Equity and Equal Opportunity**

### **Pre-Review Procedure for Layoff Decisions**

Adverse impact analyses are conducted to ensure that females, racial/ethnic minorities, and individuals with disabilities do not leave the Council at rates substantially dissimilar to those of males, non-racial/ethnic minorities, and employees without disabilities.

If it is determined that there is a disparate impact on protected groups, the Council will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. The Council will determine if other alternatives are available to minimize the disparate impact on protected groups.

### **Other Methods of Program Evaluation**

The Director of Equity and Equal Opportunity will meet with the Metropolitan Council’s Executive Management Team semi-annually and with the Regional Administrator at least semi-annually to review progress made toward meeting our affirmative action goals as well as identifying any problem areas that require additional agency attention. The Director of Equity and Equal Opportunity will have monthly check-ins with the Regional Administrator to discuss discrimination complaints and results. In addition, the Office of Equity and Equal Opportunity communicates with management regarding hiring goals. The Office of Equity and Equal Opportunity reviews with Human Resources the hiring and selection practices and any adverse impact, including but not limited to promotions, disparate impact related to granting service credits, pay equity, and review of new job postings.

Data and information will be collected and maintained for periodic evaluation of the results of the Affirmative Action/Equal Opportunity Plan. The data will be used for internal and external reports on the agency’s progress. This evaluation process will be facilitated using active dashboards that track progress on AAP Program Plan goals and provide current data on recruitment, employment, and Council workforce data. The Affirmative Action/EEO Plan dashboard was the first to be launched and is accessible

to all Council employees. Additional workforce equity components were released in March 2022 that show new hire data, promotion, separation, and turnover by level going back to 2014. NEOGOV data (recruitment, application and hiring process) will be in the next phase. Data is disaggregated, broken down by Division and can be constructed based on Department needs. Dashboards are live and accessible to all Council employees. OEEO and HR are working with OGC regarding public availability. Council Communications staff will assist with how to share with the public.

**SEPERATIONS**

To advance the utilization of employees the Council will analyze and review separation data for disparate impact on protected group employees. This includes reviewing voluntary terminations, involuntary terminations, retirements, deaths, and layoffs. The appendix will include a separation report broken down by job category. The date range for Council separations for this report is 7/1/2020 through 6/30/2022.

The Council will also evaluate the Affirmative Action Plan in the following ways:

Responsibility	Report	Timing
OEEO	Federal EEO-4: Provide comprehensive break-down of the Council’s workforce composition and salary.	Biennial
OEEO	Utilization Report: Provides complete breakdown of the Council employees by federal job Category, job classification, and protected group status. Data is tallied and summarized.	Quarterly
OEEO HR	Affirmative Action Scorecard/Dashboard: <ul style="list-style-type: none"> <li>• Provide demographics of hires on jobs with affirmative action needs. Provide enterprise-wide percent of goals met and missed.</li> <li>• Statistical analysis on the percentage of female and racial/ethnic minority employees for all Council Divisions, Departments, and Units.</li> <li>• Disciplinary Actions - Provide statistical data on suspensions, demotions, and other disciplinary actions.</li> <li>• Transfer and Promotion - Provide statistical data on transfers and promotions.</li> <li>• Termination - Provide statistical data on termination.</li> </ul>	Quarterly
HR	Applicant Flow: Statistical count of applicants by race, sex and disability.	Monthly
HR	Interview Report: Provide statistical data on racial/ethnic minorities, females, and individuals with disabilities interviewed for hire or promotion.	Quarterly
OEEO	Complaint Monitoring: Provide statistical data on number and nature of protected class internal complaints, as well as external charges filed with enforcement agencies.	Monthly
HR	Union Contracts: Provide update on union contracts up for negotiation.	Annual

HR	Engagement survey of agency workforce to determine employee experience with workforce culture, policies, and practices.	Annual
OEEO HR Communications	Review the accessibility of online systems and websites; and ensure that reasonable accommodations for employment, programs and services can be easily requested.	Annual
OEEO Metro Transit	Receive customer complaints on protected class basis and report total of race, color, and national origin concerns on the Title VI Plan update.	Quarterly

## Policies, Procedures, and Notice

### A. POLICY – AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY

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#### Affirmative Action and Equal Opportunity Policy

OEE0 2-1

<b>Category:</b> Office of Equal Opportunity
<b>Business Unit Responsible:</b> RA: Office of Equity and Equal Opportunity
<b>Policy Owner:</b> Director of Equity and Equal Opportunity
<b>Policy Contact:</b> Cyrenthia Jordan, Director of Equity and Equal Opportunity
<b>Synopsis:</b> The Council will not discriminate against any job applicant, employee, Council member, Commission member, Council Advisory Board member, Council Task Force member, contractor, vendor, business partner, volunteer, or customer.

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#### POLICY

The Council’s employment practices, and business operations will reflect a value and respect for the diversity among its employees and customers and the residents of the Twin Cities metropolitan area. The Council will provide a respectful work environment that appreciates and promotes the contributions of all employees.

The Council will provide equal opportunity in all areas of employment including recruitment, selection, compensation, benefits, promotion, transfer, training, and other terms, conditions and privileges of employment. The Council will not discriminate when making determinations as to demotion, disciplinary action, layoff, or termination.

#### SCOPE

To articulate the Council’s commitment to valuing diversity, providing equal access to public services, promoting equal opportunity in employment, and making efforts to correct historic under representation of women, people of color, people with disabilities, and veterans within its work force.

To identify the protected classes covered by federal, state, and local law against employment and public service discrimination.

To identify the protected classes for which the Council’s employment-related affirmative action steps will be implemented.

To ensure these goals will be met by evaluating the progress of managers and supervisors.

## PURPOSE OF POLICY

The Council will not discriminate against any job applicant, employee, Council member, Commission member, Council Advisory Board member, Council Task Force member, contractor, vendor, business partner, volunteer, or customer. Any of these individuals has a right to file a discrimination complaint with the Office of Equal Opportunity.

The Council will actively promote equal opportunity in employment, and, to correct historic underrepresentation of women, people of color, people with disabilities, and veterans within its work force, will implement specific affirmative action steps.

The Council will provide equal opportunity in access to public services and will not discriminate in its provision of public services against any individual based on race, color, creed, religion, national origin, disability, sex, sexual orientation, or public assistance status.

Retaliation against an individual for bringing an employment or public service discrimination complaint or for cooperating in a complaint inquiry or investigation is prohibited.

## BACKGROUND AND REASON FOR POLICY

The Council is dedicated to utilizing the diverse skills and insights of its employees and the public to further its organizational goals of providing equal opportunity in employment and public services.

Providing equal opportunity as outlined in this policy is required by state and federal law.

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## DEFINITIONS

**Affirmative Action:** Affirmative Action is an active effort to promote equal opportunity in employment and to correct the historic underrepresentation of certain groups in its work force.

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## CONFIDENTIALITY

During the complaint process, the confidentiality of the information and data received are protected by the *Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.*

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## ACCOUNTABILITY

The Director of the Office of Equity and Equal Opportunity is responsible for enforcing this policy.

All Council employees are expected to conduct themselves in accord with the spirit and requirements of this policy.

## RESOURCES

### Related Policies

- *OEE0 4-1 Discrimination, Harassment and Inappropriate Behavior Policy*
- *OEE0 3-1 Accessibility Policy*

### Related Procedures

- *OEE0 4-1a Discrimination Complaint Investigation Procedure*
- *HR 5-1a Code of Ethics Procedure*
- *HR 5-1b Respectful Workplace Procedure*

### Minnesota Statutes

- *Minnesota Government Data Practices Act, Chapter [13](#)*

## HISTORY

### Version 5 – Template Update

10/12/2020 - Updated content into new template.

### Version 4 – Approval Date

03/16/2018

### Version 3 – Approval Date

03/14/2018

### Version 2 – Approval Date

12/19/2017

### Version 1 – Approval Date

09/11/1998

### Last Reviewed Date

03/16/2018

### Next Content Review Date

08/07/2021

### Former Reference #

4-2

### Version

5

## B. POLICY – DISCRIMINATION, HARASSMENT, AND INAPPROPRIATE BEHAVIOR

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### Discrimination, Harassment, and Inappropriate Behavior Policy

OEE0 4-1

<b>Category:</b> Office of Equity and Equal Opportunity
<b>Business Unit Responsible:</b> RA: Office of Equity and Equal Opportunity
<b>Policy Owner:</b> Director of Equity and Equal Opportunity
<b>Policy Contact:</b> Cyrenthia Jordan, Director of Equal Opportunity
<b>Synopsis:</b> Establishes that the Council will provide a work atmosphere and deliver public services in a manner that is free of discrimination, harassment, and inappropriate behavior. Defines terms related to discrimination and different types of harassment.

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### POLICY

It is the policy of the Council to provide a work atmosphere and deliver public services in a manner that is free of discrimination, harassment, and inappropriate behavior.

Discrimination, harassment, or inappropriate behavior in all Council-related events based on the protected classes of race, color, creed, religion, national origin, sex, marital or public assistance status, sexual orientation (which includes gender identity), genetic information, disability, age, or membership or activity in a local human rights commission will not be tolerated.

Discrimination, harassment, or inappropriate behavior in the provision of public services on the basis of a protected class will not be tolerated.

Job applicants, employees, Council members, Commission members, Council Advisory committees or advisory board members, Council Task Force members, contractors, vendors, business partners, volunteers, and customers are prohibited from discriminating, harassing, or exhibiting inappropriate behavior towards others in the performance of Council-related business or while on Council property.

Retaliation against an individual who reports a suspected incident of discrimination, harassment, or inappropriate behavior or who cooperates in an inquiry or investigation is prohibited. Any person who is found to have violated this provision of the policy will be subject to corrective action up to and including discharge.

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### PURPOSE OF POLICY

To ensure all forms of discrimination, harassment, and inappropriate behavior will not be tolerated.

To encourage employees to report discrimination, harassment, and inappropriate behavior to management or the Office of Equity and Equal Opportunity (“OEE0”) staff.

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## BACKGROUND AND REASONS FOR POLICY

To educate Council employees about what constitutes discrimination, harassment, inappropriate behavior, and retaliation, recognizing that prevention is the best tool for safeguarding the workplace from discrimination, harassment, inappropriate behavior, and retaliation.

To identify the protected classes covered by federal, state, or local law against discrimination and harassment in employment and public services.

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## DEFINITIONS

**Discrimination:** Discrimination is the practice of treating a person or group unfairly or denying rights based on a protected class that would otherwise be granted.

**Protected Class:** Protected Class is a group of people who share a characteristic that qualifies for protection from discrimination. There are 13 protected classes recognized in the State of Minnesota: race, color, creed, religion, national origin, sex, marital status, public assistance status, sexual orientation (which includes gender identity), genetic information, disability, age, or membership or activity in a local human rights commission.

**Discriminatory harassment:** Discriminatory harassment is verbal or physical conduct or communication that shows hostility, disrespect, or disfavor toward an individual or group based on a protected class or Council policy. Discriminatory harassment involves actions or comments that are unwelcomed and may include one of the following:

1. Submission to such conduct or communication, whether explicit or implicit, is made a term or condition of employment or access to public services; or
2. Submission to or rejection of such conduct or communication by an individual is used as a basis for decisions affecting that individual's employment or access to public services; or
3. Such conduct or communication has the purpose or effect of:
  - a. Creating an intimidating, hostile, or offensive work environment or atmosphere in which public services are provided; or
  - b. Substantially interfering with an individual's work performance or use of public services; or
  - c. Otherwise adversely affecting employment opportunities or access to public services

**Inappropriate behavior:** Inappropriate behavior is conduct or communication based on a protected class that is hostile, derogatory, offensive or exploitive, but may not be so severe or pervasive as to constitute harassment.

**Retaliation:** Retaliation includes any adverse action taken against an employee for filing a complaint or supporting another employee's complaint under Council policy and/or federal and state law.

# Types of Discriminatory Harassment

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**Sexual harassment:** Sexual harassment includes the following unwelcomed behavior: sexually motivated physical contacts, sexually motivated verbal or written statements, physical and verbal sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature. The victim as well as the harasser may be of any gender. The victim does not have to be of the opposite sex.

**Gender-based harassment:** Gender-based harassment includes verbal or physical conduct or communication that is hostile, derogatory, offensive or exploitive, but not of a sexual nature, relating to the gender of another individual or group.

**Sexual orientation harassment:** Sexual orientation harassment includes hostile, demeaning, offensive or exploitive verbal or physical conduct or communication relating to the sexual or gender identity of an individual or group.

**Racial harassment:** Racial harassment includes hostile, offensive, degrading or exploitive verbal or physical conduct or communication relating to the race or color of an individual or group.

**National origin harassment:** National origin harassment includes hostile, offensive, degrading or exploitive verbal or physical conduct or communication relating to the national origin of an individual or group.

**Age harassment:** Age harassment includes insulting, intimidating or demeaning verbal or physical conduct or communication relating to the age of an individual or group. It includes negative characterizations or stereotypes of an individual or group based on age.

**Religious harassment:** Religious harassment includes antagonistic or denigrating verbal or physical conduct or communication relating to the religious beliefs or affiliation of an individual or group. It includes applying unwelcomed, undue pressure on others to subscribe to a particular religious belief or to join a particular religious group.

## Examples

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The following behavior and communication may constitute discrimination, harassment, or inappropriate behavior when directed toward any member of a protected class. These examples should not be construed as an all-inclusive list of discrimination, harassment, or inappropriate behavior.

### Physical

- Threatened, actual, or attempted assault
- Touching, kissing, or grabbing
- Coerced physical contact or attempts to engage in such contact
- Intentional brushing against someone's body
- Blocking a person's path

### Verbal

- Sexual propositions and catcalling
- Offensive jokes about traits related to a protected class

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- Sexually suggestive, insulting, or vulgar comments
- Derogatory characterizations of a person's or group's ability based on a protected class
- Comments or inquiries about a person's sexual behavior
- Explicit or implicit promises of preferential treatment for submitting to or tolerating harassment or offensive behavior

#### **Non-verbal**

- Sexually suggestive or insulting sounds or gestures
  - Leering and staring
  - Displaying or bringing into the workplace derogatory, intimidating or sexually suggestive material or items.
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## **ACCOUNTABILITY**

The Office of Equity and Equal Opportunity is responsible for enforcing this policy.

All Council officials and employees will be held accountable for treating one another and their customers and clients with courtesy, dignity, and respect and for complying with this policy. Any employee found, through an inquiry or investigation, to have engaged in discrimination, harassment, inappropriate behavior, or retaliation while in the performance of their job, while on Council property, or while conducting Council business, shall be subject to corrective action up to and including discharge.

Council members must immediately notify the Chair, Regional Administrator, or Deputy Regional Administrator upon learning of possible discrimination, harassment, inappropriate behavior, or retaliation.

Managers and supervisors are responsible for creating a non-discriminatory work environment and will be held accountable for taking prompt and appropriate action when aware of possible discrimination, harassment, inappropriate behavior, or retaliation. Managers and supervisors must notify their directors, managers, and the Office of Equity and Equal Opportunity of such behavior. Failure to do so may result in corrective action up to and including discharge.

An employee who believes that he or she has been subjected to or witnessed discrimination, harassment, inappropriate behavior, or retaliation is encouraged to notify a supervisor or a manager and the Office of Equal Opportunity.

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## **PROCEDURES**

- *OEEO 4-1a Discrimination Complaint Investigation Procedure*

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## **RESOURCES**

### **Related Policies:**

- *OEEO 2-1 Affirmative Action and Equal Opportunity Policy*
- *HR 2-1 Disability Management and Reasonable Accommodation Policy*
- *OEEO 3-1 Accessibility Policy*

## **Related Procedures**

- *HR 5-1b Respectful Workplace Procedure*

## **Other Resources**

- *Ethics Point – report a complaint*
- 

## **HISTORY**

### **Version 5 – Template Update**

10/12/2020 - Updated content into new template.

### **Version 4 – Approval Date**

03/16/2018

### **Version 3 – Approval Date**

12/19/2017

### **Version 2 – Approval Date**

01/12/2005

### **Version 1 – Approval Date**

09/11/1998

### **Last Reviewed Date**

03/16/2018

### **Next Content Review Date**

08/07/2021

### **Former Reference #**

4-2-1

### **Version**

5

## C. PROCEDURE – DISCRIMINATION COMPLAINT INVESTIGATION

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### PROCEDURE

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#### Discrimination Complaint Investigation Procedure

OEE0 4-1a

<b>Category:</b> Office of Equity and Equal Opportunity
<b>Business Unit Responsible:</b> RA: Office of Equity and Equal Opportunity
<b>Procedure Owner:</b> Director of Equity and Equal Opportunity
<b>Procedure Contact:</b> Cyrenthia Jordan, Director of Equity and Equal Opportunity
<b>Synopsis:</b> Establishes a discrimination complaint process and guidelines for investigations.

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### GOVERNING POLICY

- [OEE0 4-1 Discrimination, Harassment and Inappropriate Behavior Policy](#)
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### PROCEDURE

#### Scope

Complaints must be filed within one year of the alleged discriminatory event and will be investigated in accordance with this procedure.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies such as the Department of Human Rights, the U.S. Equal Employment Opportunity Commission, U.S. Department of Transportation, the Federal Transit Administration or the Environmental Protection Agency. Such complaints include but are not limited to:

- Complaints of employment discrimination, including discriminatory harassment, hiring, discipline, training, etc.
- Complaints of discrimination in the delivery of Council public services.
- [Americans with Disabilities Act](#) “grievances” alleging noncompliance with, or discrimination prohibited by Title I and II of the Act.
- Discrimination in the award of Council procurements and contracts.
- Customer complaints against Council employees where there is an allegation of discrimination or discriminatory harassment based on an Equal Employment Opportunity (EEO) protected characteristic.

#### Exceptions

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The following complaints will not be investigated under this procedure:

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- Service restrictions placed on Metro Mobility riders or denials of Metro Mobility rider eligibility certification. These are appealed through the Metro Mobility Appeals Panel Procedures.
- Customer complaints against Metro Transit employees. These complaints are handled under Metro Transit's Commendation and Complaint Process.
- Complaints by Section 8 rent assistance recipients alleging discrimination by a property owner or manager. These complaints are made with Metro HRA.
- Disputes as a result of an employment action in which an arbitrator has ruled pursuant to a grievance procedure of a collective bargaining or the Non-Represented Plan.

## Guidelines

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Management/supervisory staff must take prompt and appropriate action, as described below, when they learn of possible discriminatory actions, discriminatory harassment, or inappropriate behavior.

- Immediately report allegations of conduct that is severe, repeated or broad in scope to the Office of Equal Opportunity.
- Inquire into and address less serious behavior, such as an isolated offensive joke or comment, posted or circulated material, or unwanted nonsexual touch. Managers and supervisors must complete the Inappropriate Behavior Report form and submit it to the Office of Equal Opportunity within seven (7) days of receiving the report of behavior. Management staff may request the assistance of the Diversity Office in dispatching these responsibilities.

Employees (including interns) and job applicants are encouraged to use informal mechanisms that can be accessed through the Office of Equity and Equal Opportunity or Human Resources offices or management/supervisory staff, to attempt to resolve discrimination issues before filing a complaint under this procedure.

Once a formal complaint is filed every effort will be made to obtain early resolution at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Director of Equity and Equal Opportunity may be utilized for resolution, at any stage of the process. The Director will make every effort to pursue a resolution of the complaint.

A formal complaint must be filed with the Director of Equity and Equal Opportunity within one year of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

- Formal complaints shall be in writing, fax, email, or received by telephone. Faxed, email and telephone allegations will be reduced to writing and provided to the complainant for confirmation or revision before processing and signed by the complainant(s).
- Include the date of the alleged act of discrimination (date when the complainant became aware of the alleged discrimination: or the dates on which that conduct was discontinued or the latest instance of the conduct).
- Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained of incident. The allegations(s) of the complaint must involve a covered basis such as race, color national origin, Creed, religion, sex, marital status,

public assistance status, sexual orientation, disability, age or membership or activity in a local human rights commission.

- Complaint forms can be found on the [Office of Equity and Equal Opportunity intranet site](#).

Investigations will be conducted in a discreet and impartial manner, and the results will be communicated in accordance with the [Minnesota Government Data Practices Act](#) Data Practices Notice will be given to each person interviewed during a complaint investigation.

Management/supervisory personnel are required to cooperate in investigations as part of their job duties.

The Regional Administrator, a Council division director or general manager, or the director of Public Safety may designate a complaint investigation for compulsory cooperation by nonsupervisory personnel. In the absence of such a designation, nonsupervisory employee participation will be voluntary.

Complainants, witnesses or respondents represented by a bargaining unit may bring a union representative with them to an investigative interview.

The Councils final investigative report and a copy of the complaint will be forwarded to the appropriate management staff for review within 90 calendar days of the receipt of the signed complaint document by the Office of Equity and Equal Opportunity. Should an investigation exceed 90 days, the investigator will notify the complainant and the respondent of the delay and an estimated completion date.

The Council will notify the parties involved in the complaint of its final decision.

Any employee found to have acted in a discriminatory manner may be disciplined up to and including discharge. A manager or supervisor who fails to take prompt and appropriate action upon learning of discriminatory harassment or inappropriate behavior may be disciplined, up to and including discharge.

If the complainant is not satisfied with the results of the investigation of the alleged discrimination and practices, the complainant will be advised of the right to appeal to the appropriate State or Federal Agency.

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## **RESOURCES**

### **Related Policies**

- *OEO 2-1 Affirmative Action and Equal Opportunity Policy*
- *OEO 3-1 Accessibility Policy*

### **Statutory Resources**

- *Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008*
- *Minnesota Government Data Practices Act*

### **Internal resources**

- *Investigations Resolutions Unit (MetNet)*
- *Collective Bargaining Agreements*

### **Metropolitan Council 2022-2024 Affirmative Action Plan**

## Forms

- *EthicsPoint* – Report a Complaint
  - *Inappropriate Behavior Report form*
  - *Discrimination complaint*
- 

## HISTORY

### Version 4 – Template Update

10/12/2020 - Updated content into new template.

### Version 3 – Approval Date

05/01/2008

### Version 2 – Approval Date

09/15/2000

### Version 1 – Approval Date

09/15/2000

### Last Reviewed Date

09/15/2000

### Next Content Review Date

08/07/2021

### Former Reference #

4-2-1a

### Version

4



## Respondent(s) (Person(s) Against Whom You are Filing the Complaint)

Respondent(s)'s Name(s): \_\_\_\_\_

Work Email(s): \_\_\_\_\_

Work Phone(s): \_\_\_\_\_

Work Address (including City and Zip): \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Unit/Division(s) (MT, MTS, ES, CD, RA): \_\_\_\_\_

Supervisor/Manager(s): \_\_\_\_\_

Do you suspect or know that a supervisor or manager is involved?

Yes     No     Do Not Know/Do Not Wish To Disclose

If yes, then who? \_\_\_\_\_

Is management aware of this problem?

Yes     No     Do Not Know/Do Not Wish To Disclose

If yes, then who? \_\_\_\_\_

Please identify any person(s) who have attempted to conceal this problem and the steps they took to conceal it. Identify by name and Title. \_\_\_\_\_

### Information on Witnesses Who You Believe Can Support Your Complaint

Witness Name	Witness Job Title	Work Location	Witness Work Phone

Additional witnesses may be listed on a separate sheet attached to this form.

## The Complaint

### Date(s) of Complaint

Date inappropriate behavior began or occurred: \_\_\_\_\_

Most recent date of inappropriate behavior (if different from above): \_\_\_\_\_

Please provide the specific or approximate time this incident occurred: \_\_\_\_\_

How long do you think this problem has been going on?

Once     One Week     1-3 months     3-12 months     Over a Year     Don't Know

### Location of Complaint

Where did the inappropriate behavior occur: \_\_\_\_\_  
(Include Physical Address)

### Basis of Complaint

Check all that apply:

I experienced discrimination, discriminatory harassment, or inappropriate behavior\* based on my  
(check all that apply):

Age

Race

Color

Creed

Religion

Disability

Marital Status

Familial Status

Veterans Status

Sexual Orientation

Sex (Including Pregnancy, Gender Identity, and Gender Expression)

National Origin (Including Limited English Proficiency)

Genetic Information

Public Assistance Status

Citizenship Information

Membership or Activity in a Local Human Rights Commission

I experienced unwelcome conduct of a sexual nature.

I experienced harassment or disrespectful behavior, but it is not based on any of the protected characteristics listed above. (See [HR 5-1b Respectful Workplace Procedure](#))

I experienced retaliation for filing a complaint or participating in an investigation.

*\*For more information about the policies under which complaints may be filed, see last page.*

Please provide all the details regarding the alleged inappropriate behavior. Describe the conduct that you believe violates the Discrimination, Harassment, and Inappropriate Behavior Policy. List dates, locations, names, and titles of people involved. Explain why you believe the conduct was based on the items checked in the "Basis of Complaint" section above. Please take your time and provide as much detail as possible. Use additional paper if needed and attach to this form.

Please attach any documents you believe may be relevant (emails, notes, texts, etc.).

**Verification**

*This complaint is being filed based on my honest belief that I have been subjected to conduct in violation of the Discrimination, Harassment, and Inappropriate Behavior Policy. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.*

Complainant's signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Return to:**

Metropolitan Council  
Office of Equal Opportunity  
Investigation and Resolution Unit  
390 North Robert Street  
St. Paul, MN 55101

## E. POLICY- DISABILITY MANAGEMENT AND REASONABLE ACCOMODATION

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### POLICY

#### Disability Management and Reasonable Accommodation Policy

HR 2-1

<b>Category:</b> Human Resources
<b>Business Unit Responsible:</b> RA: Human Resources
<b>Policy Owner:</b> Director of Human Resources
<b>Policy Contact:</b> Deborah Aebi, Senior Manager HR, Data Operations and Occupational Health
<b>Synopsis:</b> Ensure equal opportunity in all employment practices to qualified individuals with disabilities, provide for reasonable accommodation, and prohibit discrimination.

---

### POLICY

The Metropolitan Council complies with all state and federal laws that prohibit discrimination against qualified individuals with disabilities in all employment practices. The Council and its divisions will provide reasonable accommodation to qualified employees and applicants with disabilities, unless doing so will cause an undue hardship to the organization. Reasonable accommodations will be provided to an employee with a disability who requests an accommodation to perform the essential functions of their position so they may have equal access to the benefits and privileges of their employment. Reasonable accommodations are provided to a job applicant with a disability who requests an accommodation during the recruitment and selection process.

---

### PURPOSE AND SCOPE

This policy and related procedures ensure compliance with all federal, state, and local laws, establishes a written and readily accessible procedure regarding reasonable accommodations to all employees and job applicants, provides guidance and resources about reasonable accommodations, outlines an interactive dialogue process to engage employees, explore reasonable accommodations, and establishes a timely and thorough review process for requests for reasonable accommodation. The policy ensures equal opportunity in the recruitment and selection process and outlines the Council's commitment to helping qualified individuals with a disability perform the essential functions of a job and receive equal benefits and privileges of employment. Equal employment opportunity, inclusion and access are necessary to the Council's ability to meet the needs of the region.

## IMPLEMENTATION & ACCOUNTABILITY

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The Director of Human Resources is responsible for enforcing this policy. The Director of Human Resources will review denied reasonable accommodations via an appeal process provided for in the Disability Management Procedure.

All Council employees are expected to conduct themselves in accordance with the spirit and requirements of this policy.

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## PROCEDURES

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- *HR 2-1a Disability Management – Reasonable Accommodation*
- 

## DEFINITIONS

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**Applicant:** A person who expresses interest in employment by completing an application.

**Disability:** A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

**Disability Management Conference:** Employees who are unable to perform the essential functions of their position because of a physical or mental impairment are required to communicate with their manager and the Occupational Health staff (in HR) at established intervals during a Disability Management Conference. This conference is an interactive process, which may include discussing the employee's eligibility under the FMLA and exploring reasonable accommodations that would enable the employee to return to work. If the employee is on a leave of absence, the parties will discuss the employee's planned date of return, and the employee's need, if any, for continued reasonable accommodation. The employee is generally required to produce updated medical information regarding their functional limitations and requested accommodation at each conference.

**Essential functions:** A function can be essential if the job exists solely for the purpose of performing the function, if a limited number of other employees could perform the functions, or the functions are specialized, and the individual is hired based on their ability to perform such functions. Essential functions are determined by Human Resources.

**Fitness for duty:** An evaluation by a designated medical provider that may be required for employees returning from a medical leave of absence to assess the employee's ability to resume work and perform the essential functions of a job.

**Interactive process:** The communication process between an employee who has requested an accommodation and the employee's supervisor or manager, Occupational Health, and the Human Resources Business Partner (when applicable), to clarify the nature of the disability and the employee's functional limitations in order to identify whether an effective reasonable accommodation exists which would enable the employee to perform the essential functions of their job. To be interactive, all sides must communicate and exchange information. The employer must provide the job description and essential functions of the job, and the employee must provide information from the employee's health care provider to establish that the employee has a disability, requiring a reasonable accommodation in order to perform the essential functions of the employee's job. Engaging in the interactive process does not require the Council to grant the specific, preferred accommodation the employee requests.

**Qualified individual with a disability:** An individual who satisfies the requisite skill, experience, education, and other job-related requirements of the job that the individual holds or desires and can perform the essential functions of the job with or without a reasonable accommodation.

**Leave and accommodation management officer:** The designated leave and accommodation management officer will work with Occupational Health, managers in the division, and the Office of Equity and Equal Opportunity (OEEEO) (when applicable) to ensure full consideration of options for reasonable accommodation.

**Major life activities:** Can include both activities and bodily functions. Activities include but are not limited to the following: actions required to care for oneself, manual tasks, sight (vision), hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Bodily functions include but are not limited to the following: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Medical disqualification:** An employee may be deemed medically disqualified and terminated from employment in accordance with established procedures, bargaining unit contract provisions, and applicable federal, state and local law when an employee is unable to perform the essential functions of their job, with or without reasonable accommodation. The medical disqualification process may be initiated at any time the Council determines, after engaging in the Disability Management Conference process, that there is no reasonable accommodation which would enable the employee to return to work. The medical disqualification process will be initiated no later than 240 calendar days (approximately 8 months) after the employee commences a leave of absence or is otherwise unable to perform the essential functions of their position, although extensions to leave will be evaluated on a case-by-case basis as a possible further reasonable accommodation.

**Medical documentation:** Information from the employee's or applicant's health care or rehabilitation provider sufficient to enable the Council to determine whether an individual has a qualified disability and whether a reasonable accommodation would enable the individual to perform the essential functions of the position. The Council may ask clarifying questions of the medical provider to identify an effective, reasonable accommodation. The medical provider must be licensed to administer medical care in their jurisdiction.

**Reasonable accommodation:** An adjustment to or alteration of the work environment that enables a qualified individual with a disability to apply for a position, perform essential job duties, or receive equal benefits and privileges of employment as are received by similarly situated employees without disabilities. Reasonable accommodations may include modifications to a job application process, modification of a work method or work schedule, reassignment to a vacant position for which the employee is qualified, or physical or environmental adjustments to a workspace.

**Undue hardship:** When a specific accommodation request would create significant difficulty, resources, or expense, be unduly extensive, substantial or disruptive, or fundamentally alter the nature or operation of the position or the department. Undue hardship is determined on a case-by-case basis considering factors that include the nature and cost of the request and the impact of the request on the operations of the Council. The Council is not required to provide accommodations that would impose an undue hardship on the operation of the agency.

## ROLES & RESPONSIBILITIES

Role	Responsibilities
Employees	Employees are responsible for requesting a reasonable accommodation, participating in the interactive process, including scheduled Disability Management Conferences, and promptly responding to requests for information from Occupational Health.
Division Leaders	Division leaders are responsible for ensuring their managers and employees comply with this policy, including providing resources to manager and supervisors to fully implement a reasonable accommodation.
Managers, Supervisors	Managers and supervisors are responsible for contacting and working with an Occupational Health representative and Human Resources business partner when they first receive notice that an employee has difficulty performing their job, when an employee presents work restrictions, or requests a reasonable accommodation to perform their job duties.
Office of Equity and Equal Opportunity	<p>Office of Equity and Equal Opportunity staff will be consulted when no reasonable accommodation can be identified, when a requested accommodation is deemed either unreasonable or deemed to create an undue business hardship for the Council, and prior to a medical disqualification.</p> <p>The Office of Equity and Equal Opportunity independently investigates disability-related complaints.</p>
Leave and Accommodation Management Officer	<p>The designated leave and accommodation management officer is the Council's decision-maker for employment-related reasonable accommodation requests. The officer will be consulted when issues, conflicts or questions arise in the interactive process, prior to denying a request for accommodation because of undue hardship, or because the request is deemed unreasonable, and prior to the medical disqualification of an employee.</p> <p>The designated leave and accommodation management officer will consult with the Office of Equity and Equal Opportunity staff prior to denying a requested accommodation because it is not reasonable or creates an undue hardship, and prior to any employee medical disqualification.</p> <p>The leave and accommodation management officer is a designee of the Human Resources department and is appointed by the Director of Human Resources.</p>
Human Resources	Talent Management representatives are responsible to notify an Occupational Health representative when an applicant with a disability needs an accommodation during the recruitment and selection process or requests assistance in the recruiting, selection or onboarding process.

Human Resources	The Occupational Health representative will work with the employee with a disability, the manager/supervisor, and when necessary, the Division Director, to identify whether a reasonable accommodation exists and to ensure the agreed upon reasonable accommodation is effective.
Human Resources	The Occupational Health representative is responsible for leading the disability management process when an employee is unable to perform the essential job duties of their position with or without reasonable accommodation.
Human Resources	The Occupational Health staff engages with occupational physicians and/or treating physicians regarding the employee’s medical needs.
Human Resources	The Human Resources business partner supports managers in the event additional coaching, training, or other corrective measures are needed outside of the interactive process.
Human Resources	The Occupational Health representative will assist an applicant with a disability requiring a reasonable accommodation to participate in the recruitment and selection process.

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## RESOURCES

### Related Procedures:

- *HR 4-1e Family Medical Leave Act Procedure*
- *HR 4-1c Leaves of Absence Procedure*

### Statutory Resources

- [Americans with Disabilities Act \(ADA\) of 1990 and ADA Amendments Act \(ADAAA\) of 2008](#)
  - [Section 508 Amendment to the Rehabilitation Act of 1973](#)
  - [Minnesota Data Practices Act](#)
  - 29 CFR 1630
- 

## HISTORY

**Version 6 – Approval Date (*Business Item 2020-241*)**

10/20/2020 – Identifies that the medical disqualification process may be initiated at any time after engaging in the Disability Management Conference process where there is no reasonable accommodation which would enable the employee to return to work. Updated definitions, responsibilities, interactive process steps and escalation/appeal processes.

### **Version 5 – Template Update**

10/12/2020 - Updated content into new template.

### **Version 4 – Approval Date**

05/08/2019 - Updated definitions, responsibilities, interactive process steps and escalation process.

### **Version 3 Approval Date**

02/04/2015 – Replaced Reasonable Accommodation and Workplace Adjustments Policy (4-2-2) and Disability Management Policy (4-10). Also, made sure policy focuses on keeping employees at work to comply with the ADA and ADAAA. Made Human Resources the department primarily responsible for Disability Management.

### **Version 2 Approval Date**

07/25/2006

### **Version 1 – Approval Date**

12/17/1998

### **Last Reviewed Date**

10/20/2020

### **Next Content Review Date**

10/20/2021

### **Former Reference #**

4-2-2

### **Version**

6

## F. POLICY – ACCESSIBILITY POLICY

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### Accessibility Policy

OEO 3-1

<b>Category:</b> Office of Equity and Equal Opportunity
<b>Business Unit Responsible:</b> RA: Office of Equity and Equal Opportunity
<b>Policy Owner:</b> Director, Office of Equity and Equal Opportunity
<b>Policy Contact:</b> Guthrie Byard, ADA & Title VI Administrator
<b>Synopsis:</b> The Accessibility Policy identifies the federal and state laws and standards that require Metropolitan Council programs and services be accessible and not discriminate based on disability.

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### POLICY

It is the policy of the Metropolitan Council to provide people equal access to its services, technologies, communications, and facilities in accordance with state and federal laws and standards.

### Metropolitan Council definition of Accessibility

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An accessible Metropolitan Council is one that is inclusive of and learns from people with all types of abilities. The Council is committed to creating accessible environments throughout its buildings, services, communications, policies, procedures, and practices.

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### PURPOSE & SCOPE

The purpose of this policy and its supporting procedures is to ensure that Metropolitan Council staff, vendors, and contractors are aware of both their legal responsibilities under federal and state laws and standards to develop and maintain accessible services, technologies, communications, and facilities for employees and the public.

The Metropolitan Council acknowledges its obligation to comply with several federal and state laws and standards governing accessibility, including:

*Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008 Section 508 Amendment to the Rehabilitation Act of 1973*

*Architectural Barriers Act of 1968*

*2015 Minnesota Accessibility Code*

*2010 ADA Design Standards*

## **IMPLEMENTATION & ACCOUNTABILITY**

The Office of Equity and Equal Opportunity (OEEO) is responsible for oversight of the Metropolitan Council's ADA compliance and accessibility efforts. All Metropolitan Council divisions, and the departments within, are responsible for complying with this policy and supporting procedures with technical assistance of OEEO, as necessary. Contact OEEO with any questions or concerns about the implementation or accountabilities required by this policy.

This policy will guide the creation and implementation of division-specific ADA and accessibility procedures related to division and department's work accountabilities.

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## **PROCEDURES**

- *OEO 3-1a Development of Accessible Website and Applications Procedure*  
*Applications Procedure*
- 

## **RESOURCES**

### **Related Policies**

- *OEO 1-1 Equity Policy*
- *OEO 2-1 Affirmative Action and Equal Opportunity Policy*
- *OEO 4-1 Discrimination, Harassment and Inappropriate Behavior or Policy*
- *HR 2-1 Disability Management and Reasonable Accommodation Policy*
- *PIC 2-2 Accountability to the Public Policy*
- *PIC 2-3 Education and Outreach Policy*
- *HR 7-1 Talent Recruitment and Selection Policy*
- *TECH 2-1 Information Security Policy Security Policy*

### **Related Procedures**

- *PIC 2-2b Public Hearings Procedure*
  - *PIC 1-1h Using Plain Language in Council Communications Procedure*
- 

## **HISTORY**

### **Version 4 – Template Update**

10/12/2020 - Updated content into new template.

**Version 3 – Approval Date (Business Item 218-2020)**

09/09/2020 – The amended policy specifies Metropolitan Council’s requirements under Title II of the ADA and provides a definition of accessibility. Additionally, the updated policy expands the list of relevant federal and state laws and guidelines and clarifies expectations for divisions and departments in ensuring ADA compliance and adherence to accessibility guidelines through creation of additional program and service-specific accessibility procedures.

**Version 2 – Approval Date**

07/23/2018 04/29/2016

**Version 1 – Approval Date**

04/29/2016 04/29/2016

**Last Reviewed Date**

09/09/2020 09/09/2020

**Next Content Review Date**

08/07/2021

**Former Reference #**

1-6

**Version**

4

# G. REQUEST FOR REASONABLE ACCOMODATION FORM



## Employee Request for Accommodation

Employee:	Employee ID #:
Job title:	Department:
Division:	Date of Request:

This information will be used by the Occupational Health Unit of Human Resources to determine whether any reasonable accommodations can be made. The provision of this information is voluntary; however, I understand if I refuse to provide it, my employer may refuse to provide reasonable accommodations.

1. Please describe the physical, mental, or cognitive impairment(s) that limit your ability to do your job.

2. How does it affect your ability to perform your job?

3. Type of accommodation you are requesting:

- Making facilities readily accessible
- Job restructuring
- Part-time or modified work schedule
- Modification to a rule, policy or practice
- Modification of equipment or devices
- Qualified reader or interpreter
- Acquisition of equipment or devices
- Other (specify):

Please describe in detail the accommodation you are requesting:

4. How will the requested accommodation be effective in allowing you to perform the essential functions of your job?

5. Additional comments:

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

## H. Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Metropolitan Council will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities.

**Employment:** The Metropolitan Council does not discriminate based on disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The Metropolitan Council will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Council’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Metropolitan Council will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Council offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of The Metropolitan Council, should contact the Office of Equity and Equal Opportunity – Cyrenthia Jordan, Metropolitan Council ADA Coordinator: [Cyrenthia.jordan@metc.state.mn.us](mailto:Cyrenthia.jordan@metc.state.mn.us) , (651) 602-1085 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Metropolitan Council to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Metropolitan Council is not accessible to persons with disabilities should be directed to Cyrenthia Jordan, Metropolitan Council ADA Coordinator: [Cyrenthia.jordan@metc.state.mn.us](mailto:Cyrenthia.jordan@metc.state.mn.us) , (651) 602-1085.

The Metropolitan Council will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **I. Metropolitan Council Grievance Procedure Under Title II of the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination based on disability in the provision of services, activities, programs, or benefits by the Metropolitan Council. The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

Please submit your grievance by filling out the grievance form located here:

[https://metro council.org/About-Us/What-We-Do/Office-of-Equal-](https://metro council.org/About-Us/What-We-Do/Office-of-Equal-Opportunity/Accessibility/Grievance-Procedure.aspx)

[Opportunity/Accessibility/Grievance-Procedure.aspx](https://metro council.org/About-Us/What-We-Do/Office-of-Equal-Opportunity/Accessibility/Grievance-Procedure.aspx) or in writing. All written grievances should be mailed to:

Cyrenthia Jordan

Metropolitan Council ADA Coordinator/Director, Office of Equity and Equal Opportunity

**Office of Equity and Equal Opportunity**

**560 6th Ave North**

**Minneapolis, MN 55411**

The relevant department(s) will be notified of the grievance and will work with the complainant to resolve the issue. A response will be shared with the complainant and will explain the position of the Met Council and offer options for substantive resolution of the complaint. If the response by the Met Council does not satisfactorily resolve the issue, the complainant may appeal the decision. The Met Council will meet with the complainant to discuss the complaint and possible resolutions before responding with a final resolution.

## **J. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance**

If you are an evacuation monitor who is helping an individual with a disability out of the building, support that person until they get to the muster area, and orient them and inquire about their needs once there.

### **Mobility disabilities (individuals not using wheelchairs):**

- Individuals with mobility disabilities, who can walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to stay in stairwell landing until emergency responders arrive to assist them. Two people, including an evacuation monitor, shall support that individual, one in getting to the shelter in place location and the other person alerting Group Count Leads to their location.

### **Mobility disabilities (individuals who use wheelchairs or other personal mobility devices (“PMDs”)):**

- Individuals using wheelchairs above ground level should request use of \*evacuation chairs with support by evacuation monitors. Persons may also shelter in place in the stairwell if danger is not imminent. Two evacuation monitors shall support this individual, one to stay with them and the other to notify their Group Count Lead.

### **Carry Techniques:**

1. One-person Carry Technique (The Cradle Lift) • The Cradle Lift is the preferred carry method when the person to be carried has little or no arm strength. It is safer if the person being carried weighs less than the carrier.

2. Two-person Carry Technique (The Swing Carry or Chair Carry) • To use this technique: a. Carry partners stand on opposite sides of the individual. b. Wrap individual's closest arm around one carry partner's shoulder. c. Grasp carry partner's forearm behind the individual in the small of the back. d. Reach under the individual's knees to grasp the wrist of carry partner's other hand. e. Both carry partners should then lean in close to the individual and lift on the count of three. f. Continue pressing into the individual being carried for additional support in the carry.

### **Hearing disabilities:**

- The building is equipped throughout with fire alarm horns and strobes. Individuals with hearing disabilities may not notice or hear emergency alarms and will need to be alerted of emergency situations by their floor's evacuation monitors.

\*Currently we have evacuation chairs on the 5th and 4th floor stairwells in all 3 stairwells

Communication suggestions:

- Basic American Sign Language; turn lights on/off to alert and guide those with hearing disabilities.

Visual disabilities:

- The building is equipped throughout with fire alarm horn and strobes. Most individuals with visual disabilities will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the common traveled route, individuals with visual disabilities may need assistance from their floor's evacuation monitor.

Communication suggestions:

- Communicate nature of emergency and location, offer arm for assistance, communicate actions, orient and inquire about needs once at muster area.

A copy of the Council's weather and emergency evacuation plans can be found on the council's METNET site under facilities and Emergency & Safety Information at:

<https://metcmn.sharepoint.com/sites/Finance/Facilities/SitePages/Central%20Office%20Emergency%20and%20Safety.aspx>

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the Council's Safety Committee contact(s) below to request the type of assistance they may need.

**Name: Paula Crane**

**Title: HR Office Coordinator**

**Email: Paula.crane@metc.state.mn.us**

**Phone: (651) 602-1542**

**Name: Lisa Belland**

**Title: Project Lead, Business continuity**

**Email: Lisa.belland@metc.state.mn.us**

**Phone: (651) 602-1605**

# Appendix

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Refer to the AAP Appendix 2022-2024 for Appendix A.

## Appendix B: Separation Analysis

**Total Separations** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> lwd % within Sep Type
Dismissal or Non-Certification	10.55%	36.61%	34.82%	3.57%
Resignation	42.75%	27.31%	48.24%	2.64%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	29.38%	21.47%	19.87%	5.77%
Death	1.22%	7.69%	30.77%	0.00%
Lay-off	0.19%	100.00%	50.00%	0.00%
End of Internship	5.37%	50.88%	52.63%	5.26%
Termination without Rights	10.55%	30.36%	58.04%	3.57%
<b>Total Separations</b>	<b>100.00%</b>	<b>28.06%</b>	<b>39.55%</b>	<b>3.86%</b>

**Officials/Administrators** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> lwd % within Sep Type
Dismissal or Non-Certification	5.61%	50.00%	0.00%	0.00%
Resignation	41.12%	29.55%	25.00%	6.82%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	42.06%	24.44%	11.11%	13.33%
Death	1.87%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	9.35%	50.00%	20.00%	20.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>29.91%</b>	<b>16.82%</b>	<b>10.28%</b>

**Professionals** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	7.69%	87.50%	37.50%	0.00%
Resignation	52.88%	50.91%	36.36%	9.09%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	27.88%	41.38%	10.34%	10.34%
Death	0.96%	100.00%	0.00%	0.00%
Lay-off	1.92%	100.00%	50.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	8.65%	66.67%	22.22%	22.22%
<b>Total Separations</b>	100.00%	53.85%	27.88%	9.62%

**Technicians** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	9.60%	58.33%	16.67%	8.33%
Resignation	21.60%	59.26%	37.04%	3.70%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	19.20%	50.00%	8.33%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	45.60%	50.88%	52.63%	5.26%
Termination without Rights	4.00%	40.00%	0.00%	0.00%
<b>Total Separations</b>	100.00%	52.80%	35.20%	4.00%

**Protective Services: Sworn** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	33.33%	29.41%	17.65%	0.00%
Resignation	58.82%	10.00%	40.00%	3.33%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	5.88%	0.00%	33.33%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	1.96%	0.00%	100.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>15.69%</b>	<b>33.33%</b>	<b>1.96%</b>

**Protective Services: Non-sworn** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%
Resignation	27.45%	28.57%	57.14%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	1.96%	0.00%	100.00%	0.00%
<b>Total Separations</b>	<b>29.41%</b>	<b>7.84%</b>	<b>17.65%</b>	<b>0.00%</b>

**Paraprofessionals** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	100.00%	0.00%	0.00%	0.00%
Resignation	0.00%	0.00%	0.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	100.00%	0.00%	0.00%	0.00%

**Office Clerical** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	19.23%	40.00%	40.00%	0.00%
Resignation	30.77%	50.00%	50.00%	12.50%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	34.62%	44.44%	44.44%	22.22%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	15.38%	50.00%	25.00%	0.00%
<b>Total Separations</b>	100.00%	46.15%	42.31%	11.54%

**Skilled Craft** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	10.53%	14.29%	21.43%	0.00%
Resignation	33.83%	8.89%	20.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	48.87%	3.08%	7.69%	1.54%
Death	1.50%	0.00%	50.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	5.26%	14.29%	28.57%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>6.77%</b>	<b>15.04%</b>	<b>0.75%</b>

**Service Maintenance** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>1</sup> IwD % within Sep Type
Dismissal or Non-Certification	9.80%	30.61%	53.06%	6.52%
Resignation	46.20%	22.51%	62.77%	0.52%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	27.40%	18.98%	30.66%	5.08%
Death	1.60%	0.00%	37.50%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
End of Internship	0.00%	0.00%	0.00%	0.00%
Termination without Rights	15.00%	24.00%	74.67%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>22.20%</b>	<b>54.40%</b>	<b>2.30%</b>

**Appendix C: Job Category Analysis**

**Officials/Administrators** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
125000	Director, Contracted Services
126000	Assist. Dir, Facilities Maint
126230	Assist. Dir, Bus Admin
126250	Assist. Dir, Garage Operations
126500	Assist. Dir, Field Operations
127600	Assist. Dir, Lnd Use, Sta, OMF
128400	Assist. Dir, ProjCtrl & Cntrct
129750	Assist. Dir, Service Devel
131000	Head of Data Practices
134125	Assist. General Mgr, U Mgmt Sy
137000	Assist. General Mgr, Trtmt Svc
143000	Director, Administration
143800	Assist. General Mgr, TSD-SW
143850	Assist. General Mgr, TSD-BLRT
143900	Chief of Staff, Exec Admin
154250	Asst. Mgr, Planning and Sched
156000	Manager, Process Engineering
156750	ABUM Operations
157750	Manager, Process Computer
165000	Assist. Mgr, Construction Serv
168240	Assist. Mgr, Indust Waste
168250	Assist. Mgr, IWPP Field Monit
170000	Assist. Mgr, Lab Services
171750	Manager, Plant Engineering
173500	Assist. Mgr, Street Ops
173700	Assist. Mgr, Overhaul Base
174000	Assist. Mgr Rail QA
175250	Assist. Mgr, TCC Operations
177000	Assist. Mgr, TCC Systems
180500	Assist. Transportation Manager
199550	Manager, Business Syst I-TMS

<b>Job Code</b>	<b>Job Title</b>
199600	Manager, Bus. Systems II-NR
199650	Manager, Bus. Systems II-MANA
199700	Senior Manager, Business Techn
199750	Captain Transit Police
199900	Program Manager, Busn Continu
203250	Chair
205500	Deputy Chief Financial Officer
206500	Deputy Chief Info Officer
206750	Chief Information Officer
208500	Director, Prgm Eval and Audit
231600	Senior Communications Advisor
236600	Director Community Affairs
271000	Director, Administration
271500	Deputy General Counsel
272000	Deputy Director, Plng/Financin
273000	Director, Transit Systems Devl
275000	Executive Director, CD
276000	Director, Community Relations
278500	Director, Bus Transportation
280250	Director, Communications
282100	Director, Custmr Serv and Mktg
283750	Director, Engrg and Facilities
285200	Director, Infrastruct and Ops
285400	Asst. Dir, IS Org Effectivness
287200	Assist. Dir, OEO
287250	Director, Equal Opportunity
289000	Director, Finance
289500	Director, Budget Operations
290000	Director, Entrp Content Mgmt
290750	Director, Metro HRA
291000	Director, Governmental Affairs

<b>Job Code</b>	<b>Job Title</b>
292500	Director, Human Resources
292750	Director, Talent Mgmt and LOD
294250	Director, Maintenance
296000	Executive Director, MTS
303500	Dir, Contracts and Procurement
303600	Assist. Dir., Contracts & Proc
303800	Program Mgr, Vendor Mgmt
306500	Director, Operations-Light RI
306700	Director, Rail Systems Maint
308250	Director, Rail Vehicle Maint
308330	Director, Commuter Rail
310000	Chief of Police
311600	Dir, Strategic Initiatives
311750	Director, Service Developmnt
312000	Director, Tran Sys Des and Eng
313500	Supv, District Streets
313850	Sr. Manager, Enterprise Equity
313900	Senior Manager, Equity & Incl
339000	Manager, SAC Program
352000	Supv, Fleet Serv Eng/Trans
353750	Supv, Fleet Serv HVAC/Elec
354100	Supv, Fleet Serv Prev Maint
357250	Supv, Fleet Serv Lift/Brakes
360750	Supv, Brake Shop
362500	Supv, Body Shop
369500	General Manager, Environ Serv
371250	Senior Manager, Metro Mobility
373000	General Counsel
380000	General Manager, Metro Transit
380500	Deputy GM Capital Prgm
380600	Deputy Chief Oper Off - Bus

<b>Job Code</b>	<b>Job Title</b>
380602	Deputy Chief Oper Off - Maint
394100	Grants Manager, CD/MTS
410750	Supv, Health Promotions
413500	Assist. Dir, HRA
436750	Data Officer
444800	Supv, Janitorial
446600	Program Manager, Lbr Relations
481300	Director, Environmental Svcs
485000	Manager, Accounting
485300	Manager, Programs and Administ
486100	Manager, Analytics and Resrch
486600	Director, Application Services
486800	Manager, IS I
486850	Manager, IS II
488500	Manager, Interceptor Area
488525	Manager, Interceptor Engrg
489000	Manager, Program Audit & Eval
490250	Manager, Budget - NRC
493000	Manager, Budget and Grants
493250	Senior Manager, Budget & Grant
493700	Manager, Business Unit
499000	Director, Plant Maint/Securit
507750	Manager, Communication Systems
511200	Manager, Construction Safety
511250	Manager, Construction (ES)
511300	Manager, Constr Serv II-TMSA
511350	Manager, Construc Serv I-TMS
511400	Assist. Dir, Construc-TSD-SPO
513000	Manager, Contracts and Procmts
514300	Manager, Electrical Maintenanc
514650	Manager, Engineering

<b>Job Code</b>	<b>Job Title</b>
514675	Assist. Mgr Engineering
514700	Assist. Mgr, Engineering Prgrm
514750	Assist. Dir, Facilities Engrg
518800	Manager, WW Planning & CommPrg
523400	Assist. Mgr Facilities
523500	Manager, Facilities Maint
525250	Manager, Plng and Urban Design
525500	Manager, Planning & Scheduling
527000	Director, Pretreatment & Fin
528750	Manager, Fleet Serv and QA
529500	Manager, Fleet Services MTS
530500	Manager, GIS
532500	Manager, Multimedia Com
535300	Manager, HRA
535500	Manager, HRA Outreach
539250	Manager, Industrial Waste
541000	Manager, Instruction
542700	Chief Labor Relations Officer
544500	Manager, Laboratory Services
549000	Manager, WC Claims
549700	Enterprise Risk Officer
549800	Supv, Workforce Development
550000	Manager, Livable Communities
551500	Assist. Dir, Bus Maint Admin
551600	Assist. Dir, Bus Maint Tech Su
555000	Manager, Bus Maintenance
555100	Manager, Mechanical Maintenanc
558350	Manager, Strategy and Perform
558400	Senior Manager, Strategic Perf
558750	Program Manager, Shrd Mobility
560250	Manager, Metro Mob Cust Serv

<b>Job Code</b>	<b>Job Title</b>
561000	Manager, Metro Plant
561500	Manager, Metro Plant Process
563750	Assist. Mgr, Engineering Servi
569000	Manager, Payroll
570500	Manager, Central Services
572400	Manager, Perf Exc and Analytcs
572500	Assist. Mgr, Perf Exc and Anlt
572600	Assist. Mgr, Training Prog Sup
574275	Manager, MTS Systems
574300	Manager, MTS Technical Service
574500	Manager, Bus Safety MTS
574600	Director, CD and MTS Admin
574700	Manager, MTS Compliance
576000	Manager, Provider Op/Met Mblty
577750	Manager, Revenue Operations
578500	Manager, Public Involvement
579500	Manager, QA/QC
581300	Manager, Bus System Safety
581350	Manager, Rail System Safety
583600	Manager, Rail Transportation
583700	Manager, Rail Operations
585200	Project Manager, Senior - TMSA
585600	Program Manager, Internships
590100	Senior Manager, Research
590200	Senior Manager, Regional Plng
593500	Manager, Risk Mgmt and Claims
593600	Manager, Track
594000	Manager, Route Planning
597000	Manager, Health and Safety
598750	Manager, Sched and Systems Sup
600500	Manager, Special Projects

<b>Job Code</b>	<b>Job Title</b>
602250	Manager, Materials Management
602500	Manager, Materials and Assets
609250	Manager, TCC
612750	Manager, Transit Information
614100	Project Manager, BRT
614250	Assist. Dir, BRT Projects
614350	Dir, Arterial BRT Projects
614400	Manager, BRT Planning
616250	Manager, Transportation Plng
618000	Manager, Transportation
619250	Assist. Mgr, Water Resources
619500	Manager, War, Contr and Analys
619750	Manager, Water Resources
619760	Manager, Water Supply Planning
628600	Supv, Supply Chain
628700	Assist. Mgr., Supply Chain Sys
628800	Assist. Mgr, Supply Chain Ops
649500	Supv, Non-Revenue
690100	Program Supv, BU Performance
694100	Manager, Eng and Const
697600	Director, Real Estate
703780	Manager, P-Card
709010	Assist. Mgr, LRV Maintenance
709050	Assist. Mgr, Rail Transp
709060	Assist. Mgr Rail Operations
709150	Manager, Maint Rail Vehicle
709330	Manager, Traction Power
709370	Manager, SCADA Comm Sig
709410	Supv, Rail Transit
709420	Sr. Rail Transit Supv
709450	Manager, Commuter Rail Maint

<b>Job Code</b>	<b>Job Title</b>
716000	Regional Administrator
716500	Deputy Regional Administrator
756200	Manager, OEO
770200	Senior Manager, Rail QATrngAnl
770300	Senior Manager, Ent. Bus. Syst
770310	Senior Manager, Ent Syst- MANA
770350	Senior Manager Finance
770360	Senior Manager Revenue Collect
770400	Senior Manager Public Rel
771500	Manager, Training Bus Maintena
772500	Manager, Rail Qual. Assurance
772550	Manager, Rail Training Develop
782800	Sr. Mgr., Purchasing
785000	Sergeant
801300	Supv, Commuter Rail Maint
801750	Supv, Accts Payb and Accts Rcv
805500	Supv, Asset Protection
805600	Manager, Asset Management Init
807000	Supv, Facilities Maintenance
807525	Manager, Facil and Fleet Mgmt
808750	Supv, Revenue Collect and Proc
811000	Manager, Contracted Transit Sv
812250	Supv, Revenue Operations
813100	Manager, Creative Services
814000	Supv, Customer Relations
814600	Mgr, Customer Rel Experience
819250	Assist. Mgr, Training
820700	Manager, Market Development
821100	Supv, Mech Rev Equip Repair
822750	Supv, Electronic Maint
826250	Supv, Fare Collections

<b>Job Code</b>	<b>Job Title</b>
829600	Supv, Market Development
829700	Supv, Public Involvement
830000	Supv, Office Administration
831525	Supv, Public Facilities Maint
832000	Supv, Rail Maintenance
832100	Supv, Rail Maintenance Constr
833250	Supv, Ridership and Rev Analys
834650	Manager, Commuter Programs
836750	Supv, Service Garage
837000	Supv, SCADA Communication
837200	Supv, Signals
840350	Manager, Human Resources
840355	Senior Manager, HR
840400	Senior Manager, HR Wrkfrc Devl
842500	Supv, Track
843750	Supv, Transit Information
843900	Assist. Mgr, Transit Info
844000	Supv, Traction Power
845500	Supv, Transit Control
847250	Lieutenant

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
101740	Accountant-NR
101750	Accountant-AFS
108000	ADA Paratransit Evaluator
116000	Agreements Specialist
185750	Associate General Counsel
189200	Associate Planner-AFS
189250	Associate Planner-NR
190060	Auditor 1
190170	Auditor 2
191100	Auditor in Charge
193625	Benefits Specialist
194600	Senior Rail Budget Analyst
199000	Business Systems Analyst 1-NR
199050	Business Systems Analyst 1-AFS
199200	Business Systems Analyst 2-NR
199250	Business Systems Analyst 2-AFS
199300	Business Systems Analyst 3-NR
199350	Business Systems Analyst 3-AFS
199400	Business Systems Analyst 4-NR
200000	Business Analyst 1-AFS
200500	Business Analyst 2-AFS
200550	Business Analyst 3-AFS
200600	Business Analyst 3-NR
200700	Business Systems Analyst 4-AFS
231500	Communications Specialist-NR
231550	Senior Communications Spec
231650	Communications Project Coord
231800	Senior Communications Consult
234750	Community Outreach Coordinator
236500	Community Relations Specialist
237000	Compensation Analyst

<b>Job Code</b>	<b>Job Title</b>
245250	Computer Systems Specialist
250450	Assist. Contract Administrator
250500	Contract Administrator-AFS
250550	Contract Administrator-NR
250600	Senior Contract Admin-NR
250750	Contracts Negotiator
268100	Senior Service Analyst
269750	Database Administrator I
269800	Database Administrator 2-AFS
269850	Database Administrator 2 - NR
273300	PrMgr Wastewater Commissioning
291500	Government Affairs Liaison
329245	Associate Engineer-AFS
329250	Engineer-AFS
329255	Associate Engineer-NR
329260	Engineer-NR
332500	Environmental Analyst
332750	Environmental Scientist
334500	EO Consultant III
350250	Financial Analyst-AFS
350255	Financial Analyst-NR
364500	Rail Coordinator
381750	GIS Specialist 3
383500	MetroGIS Coordinator
385250	GIS Specialist 2
397525	Graphics Designer
408000	HRA Coordinator
408500	HRA Coordinator II
410500	Fitness and Health Specialist
416700	Benefits Analyst
419250	Human Resources Bus Partner

<b>Job Code</b>	<b>Job Title</b>
422100	Occupational Safety Specialist
423800	Industrial Waste Tech Coord
434300	Interceptor System Technician
436000	Data Analyst
436500	Data Architect
444100	Systems Engineer 1 - AFSC
444150	Systems Engineer 1 - NRC
444200	Systems Engineer 2 - NRC
444250	Systems Engineer 2 - AFS
444275	Engineer - ITS
444300	Systems Engineer 3
444350	Systems Engineer 3 - AFS
444450	Systems Engineer 4 - AFS
445100	Applications Developer 1
445200	Applications Developer 2
445300	Applications Developer 3
445400	Applications Developer 4
445450	Applications Developer 4-NR
448550	Lab Analyst 3
448600	Lab Tech Coordinator 1
448625	Lab Technical Coordinator 2
448700	QA Coordinator 1
448725	QA Coordinator 2
464000	Senior Safety Specialist
479700	Training Specialist
479750	LOD Consultant
485500	Manager, Agreements
486250	Manager, Tech CoordinationMANA
490200	Program Manager, Budget
513200	Program Manager, Procurement
539600	Environmental Compliance Lead

<b>Job Code</b>	<b>Job Title</b>
548200	Liability Claims Rep II
548300	Liability Claims Rep III
548500	Work Comp Claims Rep I
548600	Work Comp Claims Rep II
548700	Work Comp Claims Rep III
548900	Workforce Development Coordntr
558000	Program Manager, RealTimeCusln
558700	Program Mgr, Better Bus Stops
558900	Prog Mgr, Speed & Reliability
585000	Project Mgr Special Projects
585350	Project Lead, Business Continu
585400	Project Manager Info Services
586000	Project Manager, Rail Techn Op
587100	Sr Project Manager, Dev TOD
587150	Program Manager, TOD
587500	Program Manager, Waiver Transp
611200	Project Mgr Technical Services
614050	Program Mgr, Transitways Plng
621500	Market Development Specialist
621550	Sr Market Dev Specialist
623250	Marketing Writer
651255	Manager, Project Office Mngt
653000	Outreach Coordinator
653500	Senior Outreach Coordinator
654000	Occupational Health Specialist
658250	Payroll Analyst
663500	Planner-AFS
663510	Planner-NR
665250	Planning Analyst
668000	Document Mgmt Specialist -AFS
677200	Principal Analyst Rail Opns

<b>Job Code</b>	<b>Job Title</b>
677500	Principal Contract Admin-AFS
677550	Principal Contract Admin-NR
677555	Principal Project Coordinator
679250	Principal Engineer-AFS
679260	Principal Engineer-NR
681000	Principal Environmental Scient
682500	Principal Financial Analyst-NR
682750	Principal Financial Analys-AFS
684500	GIS System Administrator 2
686250	Principal Research Scientist
690000	Senior Program Supervisor
691500	Project Administrator
693200	Associate Project Coord-NR
693255	Project Coordinator - NR
693500	Project Manager
693600	Project Manager-AFS
695500	Project Manager, Environmental
697200	Prgm Mgr Real Estate & Asset M
698500	Public Arts Administrator
703700	Associate Purchasing Agent
703750	Purchasing Agent-AFS
703770	P-Card Administrator
708000	Social Media Specialist
709200	Supv, Rail Mtnc QA and Trng
709250	Rail Safety Officer
709335	Senior Rail Systems Specialist
710000	Juvenile Outreach Coordinator
710750	Ridership and Revenue Analyst
711200	Title Specialist
711400	Real Estate Appraiser
711500	Real Estate Specialist

<b>Job Code</b>	<b>Job Title</b>
720000	Principal Researcher
720200	Researcher
720275	Associate Data Scientist-AFS
720350	Data Scientist-AFS
720500	Senior Data Scientist-NR
720550	Senior Data Scientist-AFS
720650	Principal Data Scientist-NR
723150	Bus Safety Specialist
723200	Principal Safety Specialist
723500	Sales Operations Specialist
723600	Prog Spec, Events & Fare Prog
731000	Scheduling Analyst
731950	Security Specialist
735250	Senior Accountant-AFS
735255	Senior Accountant-NR
745700	Principal Communications Spec
745750	Senior Communications Spec
745765	Web Designer
745770	Front End Web Developer
746000	Senior Community Outreach Coor
747500	Senior Computer Systems Spec
752750	Senior Engineer
752760	Senior Engineer-NR
754500	Senior Environmental Scientist
756250	EO Consultant II
759000	Senior Grants Specialist
759750	Senior Graphic Designer
763250	Senior Information Coord
766850	Senior IT Specialist-AFS
770250	Senior Technical Trainer
771650	Instructional Designer-AFS

<b>Job Code</b>	<b>Job Title</b>
771700	Technical Trainer
779000	Senior Planner-AFS
779010	Senior Planner-NR
780750	Senior Project Administr-AFS
780760	Senior Project Administrator
782500	Senior Project Coordinator
782550	Senior Project Coordinator-AFS
783000	Senior Researcher
786500	Service Analyst
792700	Talent Acquisition Spec 1
792750	Talent Acquisition Spec 2
805760	Rail Maint. Warranty Administr
831800	Supv, RCC Training
859500	TDM Consultant
863000	Commuter Programs Specialist
863150	Program Spec, Equity and Inclu
863200	Senior Commuter Programs Spec
863900	Senior Program Coordinator
888375	Project Mngt Spec Transit Info
899750	TAB Coordinator

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
114000	Program Tech Specialist-AFSCME
186250	Associate Community Outreach C
196250	Bus Stop Coordinator
220500	Electronic Rev Equip Administr
231300	Associate Communications Spec

<b>Job Code</b>	<b>Job Title</b>
243600	Industrial Automation Tech
243700	Industrial Automation Spec
243800	Principal Indus Autom Spec
248700	Construction Inspector Trainee
248750	Construction Inspector
248760	Construction Inspector-NR
259450	Coordinator Material Mgmt
262750	Customer Serv and Mktg Admnstr
269100	PeopleSoft Administrator I
318750	Drafter III
324000	Revenue Mechanical Technician
324200	Lead Revenue Mechanical Tech
325750	Electronic Repair Tech
338000	Prin Admin Spec-NR
338500	Prin Admin Spec - AFSCME
339250	Sewer Availability Charge Tech
339500	Executive Assistant
339750	Program Tech Specialist-NR
397515	Graphic Production Specialist
408100	HRA Mobility Coordinator
411500	HRA Inspector
413250	HRA Specialist
416800	Benefits Administrator
423750	Industrial Waste Technician
425500	Sr Industrial Waste Technician
425600	Prin. Industrial Waste Tech
426000	Information Specialist
429000	Instructor
437650	Intern - Urban Scholar
437750	Intern
443000	Inventory Technician

<b>Job Code</b>	<b>Job Title</b>
443100	Technical Support Specialist 1
443150	Technical Support Specialist 2
443200	Technical Support Specialist 3
443300	Technical Support Specialist 4
443325	Technical Support Specialist 4
448250	Laboratory Assistant
448500	Lab Analyst 1
448525	Lab Analyst 2
465750	Lead Sched Display Coordinator
471000	Lead Sr Elec Rev Equip Tech
569400	Systems Field Technology Tech
621400	Assoc. Market Dev Specialist
628450	Material Planner-AFS
628550	Supply Chain Coordinator
674000	Police and Security Administra
700250	Facilities Administrator
717750	Registered Land Surveyor
723700	Bus Technology Systems Spec
724000	Schedule Coordinator
726500	Schedule Distrbtn Coordinator
738900	Data Request Liaison
749250	Revenue Equip Electronic Tech
751000	Senior Electronics Repair Tech
761400	Human Resources Assistant-AFS
761700	HR Program Coordinator
775500	Senior Metering and Alm Sys Op
777900	Senior Payroll Specialist
794750	Materials Spec Leadworker-AFS
863800	Program Coordinator
864760	HR Office Coordinator
873500	Technician II

Job Code	Job Title
884000	Transit Info Support Spec.
888100	Transit Inf Serv Data Coord

**Protective Services: Sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	Job Title
672200	Police Officer (Full Time)
672250	Police Officer (Part Time)

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	Job Title
124500	Asset Protection Specialist
236800	Community Service Officers

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	Job Title
103600	Sr Acct Specialist-MT AP

<b>Job Code</b>	<b>Job Title</b>
123600	Sr Acct Specialist-MT AR
448350	Senior Lab Assistant
628500	Material Planner
711250	Associate Real Estate Spec

**Office Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
108700	Account Specialist
110500	Administrative Specialist
201500	Account Spec-MT:Accounting Clk
219000	Clerical Assistant
224250	Maintenance Admin Spec
226100	Material Mgmt Administrator
257500	Sr. Account Spec-MT:Cdt/Collec
259250	Sr. Account Spec-MT:Sales Oper
264500	Customer Relations Specialist
264550	Customer Service Specialist
264600	Senior Customer Service Spec
343250	Facilities Maintenance Tech
399250	Head Stockkeeper
437950	Bridge Fellow-AFS
441250	Sr. Account Spec-MT:Asset Mgmt
457000	Lead Revenue Processing Spec
472750	Lead Stockkeeper
475000	Lead Transit Service Ctr Rep
483250	Maintenance Admin Assist.

<b>Job Code</b>	<b>Job Title</b>
644250	Revenue Processing Specialist
656500	Passenger Sampling Clerk
674200	Police Records Specialist
712450	Rail Operations Clerk
731750	Administrator Prop and Eviden
733550	Senior Account Specialist
733600	Sr. Account Spec-MT:Rev Balanc
738750	Senior Admin Spec-AFSCME
738760	Senior Admin Spec-NR
738800	North Loop Fac Supp Coord
748000	Senior Customer Rel Spec
777850	Payroll Specialist
777860	Payroll Specialist-AFS
784350	Senior Transit Information Rep
800000	Stockkeeper
863100	Programs and Administrat Spec
885750	Transit Information Rep
892750	Transit Service Center Rep
903250	Fare Collections Specialist

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
119250	Apprentice Machinist Mechanic
198000	Business Unit Coordinator
198001	Business Unit Crdntr - CDL
238100	Skilled Helper Commuter Rail
322250	Electrician

<b>Job Code</b>	<b>Job Title</b>
322350	Electrician Apprentice
325710	Electro Mechanical Technician
325715	Electro Mech Tech-Pnt and Body
325900	Electronic Tech Commuter Rail
432500	Interceptor Srvc Wrkr II - CDL
432501	Interceptor Service Worker II
434250	Interceptor System Leadwkr CDL
450000	Lead Electrician
455250	Lead Machinist Mechanic-CDL
455251	Lead Vehicle Mechanic
455252	Lead Machinist Mechanic
460500	Lead Painter
478100	Licensed Lead Electrician
481500	Machinist Mechanic-CDL
481501	Machinist Mechanic
631000	Mechanic Technician
631050	Mechanic Technician - EPA 608
633000	Facilities Technician
633100	Mechanic Commuter Rail
654750	Painter
661750	Pipefitter
668750	Plant Operator
668751	Plant Operator-CDL
709175	Foreperson, Commuter Rail
709210	SCADA/Comm Electronic Tech
709220	Signals Technician
709260	Foreperson, Signals
709270	Foreperson, SCADA/Comm
709300	Foreperson Electro Mech Tech
709311	Foreperson, Track
709321	Track Maintainer

<b>Job Code</b>	<b>Job Title</b>
709340	Foreperson, Traction Power
709355	Traction Power Maintainer
709360	Licensed Journeyman Electr
709375	Foreperson, Fac Systems Maint
709385	Foreperson, Facilities Mainten
772100	Fac Tech Chief Eng Lic Req
796500	Stationary Engineer
796700	Chief Stationary Engineer
905000	Vehicle Mechanic-CDL
905001	Vehicle Mechanic

**Service Maintenance** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
196076	Bus Operator PT Day
196077	Bus Operator PT Weekend
196078	Bus Operator FT
217250	Cleaner
217300	Cleaner, Commuter Rail
364250	Garage Coordinator
366000	General Dispatcher
404500	Helper
430750	Interceptor Service Worker
430751	Interceptor Service Wrkr-CDL
444750	Janitor

Job Code	Job Title
453500	Lead Janitor
479000	LRT Helper
626750	Mark Up Dispatcher
701100	Public Facilities Worker
701120	Lead Public Facility Worker
709900	Train Operator
712550	Rail Dispatcher
719500	Relief Mark-Up Dispatcher
888300	Transit Inf Serv Installer
888400	Senior Transit Info Srv Instlr

## Appendix D: Feeder Jobs

**Officials/Administrators** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %
125000	Officials/Administrators	Director, Contracted Services	0.09%	0.00%	0.00%
126000	Officials/Administrators	Assist. Dir, Facilities Maint	0.00%	0.00%	0.00%
126230	Officials/Administrators	Assist. Dir, Bus Admin	0.00%	0.09%	0.00%
126250	Officials/Administrators	Assist. Dir, Garage Operations	0.09%	0.09%	0.00%
126500	Officials/Administrators	Assist. Dir, Field Operations	0.00%	0.00%	0.00%
127600	Officials/Administrators	Assist. Dir, Lnd Use, Sta, OMF	0.00%	0.00%	0.00%
128400	Officials/Administrators	Assist. Dir, ProjCtrl & Cntrct	0.00%	0.00%	0.00%
129750	Officials/Administrators	Assist. Dir, Service Devel	0.09%	0.00%	0.00%
131000	Officials/Administrators	Head of Data Practices	0.09%	0.00%	0.00%
134125	Officials/Administrators	Assist. General Mgr, U Mgmt Sy	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
137000	Officials/Administrators	Assist. General Mgr, Trtmt Svc	0.00%	0.00%	0.00%
143000	Officials/Administrators	Director, Administration	0.09%	0.00%	0.00%
143800	Officials/Administrators	Assist. General Mgr, TSD-SW	0.00%	0.00%	0.00%
143850	Officials/Administrators	Assist. General Mgr, TSD-BLRT	0.09%	0.00%	0.00%
143900	Officials/Administrators	Chief of Staff, Exec Admin	0.09%	0.00%	0.00%
154250	Officials/Administrators	Asst. Mgr, Planning and Sched	0.09%	0.26%	0.00%
156000	Officials/Administrators	Manager, Process Engineering	0.00%	0.00%	0.00%
156750	Officials/Administrators	ABUM Operations	0.34%	0.09%	0.09%
157750	Officials/Administrators	Manager, Process Computer	0.00%	0.00%	0.00%
165000	Officials/Administrators	Assist. Mgr, Construction Serv	0.17%	0.00%	0.09%
168240	Officials/Administrators	Assist. Mgr, Indust Waste	0.00%	0.00%	0.00%
168250	Officials/Administrators	Assist. Mgr, IWPP Field Monit	0.00%	0.00%	0.00%
170000	Officials/Administrators	Assist. Mgr, Lab Services	0.17%	0.00%	0.00%
171750	Officials/Administrators	Manager, Plant Engineering	0.09%	0.00%	0.00%
173500	Officials/Administrators	Assist. Mgr, Street Ops	0.00%	0.17%	0.00%
173700	Officials/Administrators	Assist. Mgr, Overhaul Base	0.00%	0.00%	0.00%
174000	Officials/Administrators	Assist. Mgr Rail QA	0.00%	0.00%	0.00%
175250	Officials/Administrators	Assist. Mgr, TCC Operations	0.00%	0.00%	0.09%
177000	Officials/Administrators	Assist. Mgr, TCC Systems	0.00%	0.00%	0.00%
180500	Officials/Administrators	Assist. Transportation Manager	0.95%	1.55%	0.09%
199550	Officials/Administrators	Manager, Business Syst I-TMS	0.09%	0.00%	0.00%
199600	Officials/Administrators	Manager, Bus. Systems II-NR	0.00%	0.00%	0.00%
199650	Officials/Administrators	Manager, Bus. Systems II-MANA	0.00%	0.00%	0.00%
199700	Officials/Administrators	Senior Manager, Business Techn	0.00%	0.00%	0.00%
199750	Officials/Administrators	Captain Transit Police	0.09%	0.00%	0.00%
199900	Officials/Administrators	Program Manager, Busn Continu	0.09%	0.00%	0.00%
203250	Officials/Administrators	Chair	0.00%	0.00%	0.00%
205500	Officials/Administrators	Deputy Chief Financial Officer	0.09%	0.00%	0.00%
206500	Officials/Administrators	Deputy Chief Info Officer	0.09%	0.00%	0.00%
206750	Officials/Administrators	Chief Information Officer	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
208500	Officials/Administrators	Director, Prgrm Eval and Audit	0.00%	0.00%	0.00%
231600	Officials/Administrators	Senior Communications Advisor	0.00%	0.00%	0.00%
236600	Officials/Administrators	Director Community Affairs	0.09%	0.00%	0.00%
271000	Officials/Administrators	Director, Administration	0.09%	0.00%	0.00%
271500	Officials/Administrators	Deputy General Counsel	0.00%	0.00%	0.00%
272000	Officials/Administrators	Deputy Director, Plng/Financin	0.09%	0.00%	0.00%
273000	Officials/Administrators	Director, Transit Systems Devl	0.09%	0.00%	0.00%
275000	Officials/Administrators	Executive Director, CD	0.09%	0.09%	0.00%
276000	Officials/Administrators	Director, Community Relations	0.09%	0.09%	0.00%
278500	Officials/Administrators	Director, Bus Transportation	0.00%	0.00%	0.00%
280250	Officials/Administrators	Director, Communications	0.09%	0.00%	0.00%
282100	Officials/Administrators	Director, Custmr Serv and Mktg	0.00%	0.00%	0.00%
283750	Officials/Administrators	Director, Engrg and Facilities	0.09%	0.09%	0.00%
285200	Officials/Administrators	Director, Infrastruct and Ops	0.09%	0.09%	0.00%
285400	Officials/Administrators	Asst. Dir, IS Org Effectivness	0.00%	0.00%	0.00%
287200	Officials/Administrators	Assist. Dir, OEO	0.00%	0.09%	0.00%
287250	Officials/Administrators	Director, Equal Opportunity	0.09%	0.09%	0.00%
289000	Officials/Administrators	Director, Finance	0.00%	0.00%	0.00%
289500	Officials/Administrators	Director, Budget Operations	0.00%	0.00%	0.00%
290000	Officials/Administrators	Director, Entrp Content Mgmt	0.00%	0.00%	0.09%
290750	Officials/Administrators	Director, Metro HRA	0.09%	0.00%	0.00%
291000	Officials/Administrators	Director, Governmental Affairs	0.00%	0.00%	0.00%
292500	Officials/Administrators	Director, Human Resources	0.09%	0.00%	0.00%
292750	Officials/Administrators	Director, Talent Mgmt and LOD	0.00%	0.00%	0.00%
294250	Officials/Administrators	Director, Maintenance	0.00%	0.00%	0.00%
296000	Officials/Administrators	Executive Director, MTS	0.00%	0.00%	0.00%
303500	Officials/Administrators	Dir, Contracts and Procurement	0.09%	0.00%	0.00%
303600	Officials/Administrators	Assist. Dir., Contracts & Proc	0.09%	0.00%	0.00%
303800	Officials/Administrators	Program Mgr, Vendor Mgmt	0.09%	0.00%	0.00%
306500	Officials/Administrators	Director, Operations-Light RI	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
306700	Officials/Administrators	Director, Rail Systems Maint	0.00%	0.09%	0.00%
308250	Officials/Administrators	Director, Rail Vehicle Maint	0.00%	0.00%	0.00%
308330	Officials/Administrators	Director, Commuter Rail	0.00%	0.09%	0.00%
310000	Officials/Administrators	Chief of Police	0.00%	0.00%	0.00%
311600	Officials/Administrators	Dir, Strategic Initiatives	0.00%	0.00%	0.00%
311750	Officials/Administrators	Director, Service Developmnt	0.00%	0.00%	0.00%
312000	Officials/Administrators	Director, Tran Sys Des and Eng	0.00%	0.00%	0.00%
313500	Officials/Administrators	Supv, District Streets	0.52%	1.03%	0.00%
313850	Officials/Administrators	Sr. Manager, Enterprise Equity	0.09%	0.09%	0.00%
313900	Officials/Administrators	Senior Manager, Equity & Incl	0.09%	0.00%	0.00%
339000	Officials/Administrators	Manager, SAC Program	0.09%	0.00%	0.00%
352000	Officials/Administrators	Supv, Fleet Serv Eng/Trans	0.00%	0.00%	0.00%
353750	Officials/Administrators	Supv, Fleet Serv HVAC/Elec	0.00%	0.00%	0.00%
354100	Officials/Administrators	Supv, Fleet Serv Prev Maint	0.00%	0.00%	0.00%
357250	Officials/Administrators	Supv, Fleet Serv Lift/Brakes	0.00%	0.00%	0.00%
360750	Officials/Administrators	Supv, Brake Shop	0.00%	0.00%	0.00%
362500	Officials/Administrators	Supv, Body Shop	0.00%	0.00%	0.00%
369500	Officials/Administrators	General Manager, Environ Serv	0.09%	0.00%	0.00%
371250	Officials/Administrators	Senior Manager, Metro Mobility	0.09%	0.00%	0.00%
373000	Officials/Administrators	General Counsel	0.09%	0.00%	0.00%
380000	Officials/Administrators	General Manager, Metro Transit	0.00%	0.00%	0.00%
380500	Officials/Administrators	Deputy GM Capital Prgm	0.00%	0.00%	0.00%
380600	Officials/Administrators	Deputy Chief Oper Off - Bus	0.00%	0.00%	0.00%
380602	Officials/Administrators	Deputy Chief Oper Off - Maint	0.00%	0.00%	0.00%
394100	Officials/Administrators	Grants Manager, CD/MTS	0.09%	0.00%	0.00%
410750	Officials/Administrators	Supv, Health Promotions	0.09%	0.00%	0.00%
413500	Officials/Administrators	Assist. Dir, HRA	0.09%	0.09%	0.00%
436750	Officials/Administrators	Data Officer	0.00%	0.00%	0.00%
444800	Officials/Administrators	Supv, Janitorial	0.00%	0.17%	0.00%
446600	Officials/Administrators	Program Manager, Lbr Relations	0.17%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
481300	Officials/Administrators	Director, Environmental Svcs	0.09%	0.00%	0.00%
485000	Officials/Administrators	Manager, Accounting	0.09%	0.09%	0.00%
485300	Officials/Administrators	Manager, Programs and Administ	0.09%	0.00%	0.00%
486100	Officials/Administrators	Manager, Analytics and Resrch	0.00%	0.00%	0.00%
486600	Officials/Administrators	Director, Application Services	0.00%	0.09%	0.00%
486800	Officials/Administrators	Manager, IS I	0.17%	0.09%	0.00%
486850	Officials/Administrators	Manager, IS II	0.09%	0.09%	0.00%
488500	Officials/Administrators	Manager, Interceptor Area	0.00%	0.00%	0.00%
488525	Officials/Administrators	Manager, Interceptor Engrg	0.00%	0.00%	0.00%
489000	Officials/Administrators	Manager, Program Audit & Eval	0.09%	0.00%	0.00%
490250	Officials/Administrators	Manager, Budget - NRC	0.00%	0.00%	0.00%
493000	Officials/Administrators	Manager, Budget and Grants	0.09%	0.00%	0.00%
493250	Officials/Administrators	Senior Manager, Budget & Grant	0.09%	0.09%	0.00%
493700	Officials/Administrators	Manager, Business Unit	0.00%	0.00%	0.09%
499000	Officials/Administrators	Director, Plant Maint/Securit	0.00%	0.00%	0.00%
507750	Officials/Administrators	Manager, Communication Systems	0.00%	0.00%	0.00%
511200	Officials/Administrators	Manager, Construction Safety	0.00%	0.09%	0.00%
511250	Officials/Administrators	Manager, Construction (ES)	0.00%	0.00%	0.00%
511300	Officials/Administrators	Manager, Constr Serv II-TMSA	0.09%	0.00%	0.00%
511350	Officials/Administrators	Manager, Construc Serv I-TMS	0.09%	0.09%	0.00%
511400	Officials/Administrators	Assist. Dir, Construc-TSD-SPO	0.00%	0.00%	0.00%
513000	Officials/Administrators	Manager, Contracts and Procmts	0.00%	0.09%	0.00%
514300	Officials/Administrators	Manager, Electrical Maintenanc	0.00%	0.00%	0.00%
514650	Officials/Administrators	Manager, Engineering	0.00%	0.00%	0.00%
514675	Officials/Administrators	Assist. Mgr Engineering	0.00%	0.00%	0.00%
514700	Officials/Administrators	Assist. Mgr, Engineering Prgm	0.09%	0.00%	0.00%
514750	Officials/Administrators	Assist. Dir, Facilities Engrg	0.00%	0.00%	0.00%
518800	Officials/Administrators	Manager, WW Planning & CommPrg	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
523400	Officials/Administrators	Assist. Mgr Facilities	0.09%	0.00%	0.00%
523500	Officials/Administrators	Manager, Facilities Maint	0.00%	0.00%	0.00%
525250	Officials/Administrators	Manager, Plng and Urban Design	0.09%	0.00%	0.00%
525500	Officials/Administrators	Manager, Planning & Scheduling	0.00%	0.00%	0.00%
527000	Officials/Administrators	Director, Pretreatment & Fin	0.00%	0.00%	0.00%
528750	Officials/Administrators	Manager, Fleet Serv and QA	0.00%	0.00%	0.00%
529500	Officials/Administrators	Manager, Fleet Services MTS	0.00%	0.00%	0.00%
530500	Officials/Administrators	Manager, GIS	0.00%	0.00%	0.00%
532500	Officials/Administrators	Manager, Multimedia Com	0.09%	0.00%	0.00%
535300	Officials/Administrators	Manager, HRA	0.26%	0.09%	0.00%
535500	Officials/Administrators	Manager, HRA Outreach	0.09%	0.00%	0.00%
539250	Officials/Administrators	Manager, Industrial Waste	0.09%	0.00%	0.00%
541000	Officials/Administrators	Manager, Instruction	0.00%	0.00%	0.00%
542700	Officials/Administrators	Chief Labor Relations Officer	0.09%	0.00%	0.00%
544500	Officials/Administrators	Manager, Laboratory Services	0.00%	0.00%	0.00%
549000	Officials/Administrators	Manager, WC Claims	0.09%	0.00%	0.00%
549700	Officials/Administrators	Enterprise Risk Officer	0.00%	0.00%	0.00%
549800	Officials/Administrators	Supv, Workforce Development	0.00%	0.17%	0.00%
550000	Officials/Administrators	Manager, Livable Communities	0.09%	0.00%	0.00%
551500	Officials/Administrators	Assist. Dir, Bus Maint Admin	0.00%	0.00%	0.00%
551600	Officials/Administrators	Assist. Dir, Bus Maint Tech Su	0.00%	0.09%	0.00%
555000	Officials/Administrators	Manager, Bus Maintenance	0.09%	0.00%	0.00%
555100	Officials/Administrators	Manager, Mechanical Maintenanc	0.00%	0.00%	0.00%
558350	Officials/Administrators	Manager, Strategy and Perform	0.09%	0.00%	0.00%
558400	Officials/Administrators	Senior Manager, Strategic Perf	0.09%	0.00%	0.00%
558750	Officials/Administrators	Program Manager, Shrd Mobility	0.09%	0.00%	0.00%
560250	Officials/Administrators	Manager, Metro Mob Cust Serv	0.00%	0.00%	0.09%
561000	Officials/Administrators	Manager, Metro Plant	0.09%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
561500	Officials/Administrators	Manager, Metro Plant Process	0.00%	0.00%	0.00%
563750	Officials/Administrators	Assist. Mgr, Engineering Servi	0.00%	0.00%	0.00%
569000	Officials/Administrators	Manager, Payroll	0.09%	0.09%	0.00%
570500	Officials/Administrators	Manager, Central Services	0.00%	0.00%	0.00%
572400	Officials/Administrators	Manager, Perf Exc and Analytcs	0.00%	0.09%	0.00%
572500	Officials/Administrators	Assist. Mgr, Perf Exc and Anlt	0.09%	0.00%	0.00%
572600	Officials/Administrators	Assist. Mgr, Training Prog Sup	0.00%	0.00%	0.00%
574275	Officials/Administrators	Manager, MTS Systems	0.09%	0.00%	0.09%
574300	Officials/Administrators	Manager, MTS Technical Service	0.00%	0.00%	0.00%
574500	Officials/Administrators	Manager, Bus Safety MTS	0.00%	0.00%	0.00%
574600	Officials/Administrators	Director, CD and MTS Admin	0.09%	0.00%	0.00%
574700	Officials/Administrators	Manager, MTS Compliance	0.00%	0.00%	0.00%
576000	Officials/Administrators	Manager, Provider Op/Met Mbly	0.00%	0.00%	0.00%
577750	Officials/Administrators	Manager, Revenue Operations	0.00%	0.00%	0.00%
578500	Officials/Administrators	Manager, Public Involvement	0.09%	0.00%	0.00%
579500	Officials/Administrators	Manager, QA/QC	0.00%	0.09%	0.00%
581300	Officials/Administrators	Manager, Bus System Safety	0.09%	0.00%	0.00%
581350	Officials/Administrators	Manager, Rail System Safety	0.00%	0.00%	0.00%
583600	Officials/Administrators	Manager, Rail Transportation	0.00%	0.00%	0.00%
583700	Officials/Administrators	Manager, Rail Operations	0.00%	0.00%	0.00%
585200	Officials/Administrators	Project Manager, Senior - TMSA	0.00%	0.00%	0.09%
585600	Officials/Administrators	Program Manager, Internships	0.00%	0.09%	0.00%
590100	Officials/Administrators	Senior Manager, Research	0.00%	0.00%	0.00%
590200	Officials/Administrators	Senior Manager, Regional Plng	0.09%	0.09%	0.00%
593500	Officials/Administrators	Manager, Risk Mgmt and Claims	0.00%	0.00%	0.00%
593600	Officials/Administrators	Manager, Track	0.00%	0.00%	0.00%
594000	Officials/Administrators	Manager, Route Planning	0.09%	0.00%	0.00%
597000	Officials/Administrators	Manager, Health and Safety	0.00%	0.00%	0.00%
598750	Officials/Administrators	Manager, Sched and Systems Sup	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
600500	Officials/Administrators	Manager, Special Projects	0.09%	0.00%	0.00%
602250	Officials/Administrators	Manager, Materials Management	0.00%	0.00%	0.00%
602500	Officials/Administrators	Manager, Materials and Assets	0.00%	0.00%	0.00%
609250	Officials/Administrators	Manager, TCC	0.00%	0.00%	0.00%
612750	Officials/Administrators	Manager, Transit Information	0.00%	0.00%	0.00%
614100	Officials/Administrators	Project Manager, BRT	0.00%	0.17%	0.00%
614250	Officials/Administrators	Assist. Dir, BRT Projects	0.09%	0.00%	0.00%
614350	Officials/Administrators	Dir, Arterial BRT Projects	0.09%	0.00%	0.00%
614400	Officials/Administrators	Manager, BRT Planning	0.00%	0.00%	0.00%
616250	Officials/Administrators	Manager, Transportation Plng	0.00%	0.00%	0.00%
618000	Officials/Administrators	Manager, Transportation	0.09%	0.17%	0.00%
619250	Officials/Administrators	Assist. Mgr, Water Resources	0.00%	0.00%	0.00%
619500	Officials/Administrators	Manager, War, Contr and Analys	0.00%	0.00%	0.00%
619750	Officials/Administrators	Manager, Water Resources	0.09%	0.00%	0.00%
619760	Officials/Administrators	Manager, Water Supply Planning	0.00%	0.09%	0.00%
628600	Officials/Administrators	Supv, Supply Chain	0.00%	0.00%	0.00%
628700	Officials/Administrators	Assist. Mgr., Supply Chain Sys	0.00%	0.00%	0.00%
628800	Officials/Administrators	Assist. Mgr, Supply Chain Ops	0.09%	0.00%	0.00%
649500	Officials/Administrators	Supv, Non-Revenue	0.00%	0.00%	0.00%
690100	Officials/Administrators	Program Supv, BU Performance	0.00%	0.09%	0.00%
694100	Officials/Administrators	Manager, Eng and Const	0.00%	0.00%	0.00%
697600	Officials/Administrators	Director, Real Estate	0.00%	0.00%	0.00%
703780	Officials/Administrators	Manager, P-Card	0.09%	0.00%	0.00%
709010	Officials/Administrators	Assist. Mgr, LRV Maintenance	0.00%	0.00%	0.00%
709050	Officials/Administrators	Assist. Mgr, Rail Transp	0.09%	0.17%	0.00%
709060	Officials/Administrators	Assist. Mgr Rail Operations	0.00%	0.00%	0.00%
709150	Officials/Administrators	Manager, Maint Rail Vehicle	0.00%	0.09%	0.00%
709330	Officials/Administrators	Manager, Traction Power	0.00%	0.00%	0.00%
709370	Officials/Administrators	Manager, SCADA Comm Sig	0.00%	0.00%	0.00%

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709410	Officials/Administrators	Supv, Rail Transit	0.34%	0.43%	0.09%
709420	Officials/Administrators	Sr. Rail Transit Supv	0.09%	0.09%	0.00%
709450	Officials/Administrators	Manager, Commuter Rail Maint	0.00%	0.00%	0.00%
716000	Officials/Administrators	Regional Administrator	0.09%	0.00%	0.00%
716500	Officials/Administrators	Deputy Regional Administrator	0.00%	0.09%	0.00%
756200	Officials/Administrators	Manager, OEO	0.17%	0.00%	0.09%
770200	Officials/Administrators	Senior Manager, Rail QATrngAnl	0.00%	0.00%	0.00%
770300	Officials/Administrators	Senior Manager, Ent. Bus. Syst	0.09%	0.09%	0.00%
770310	Officials/Administrators	Senior Manager, Ent Syst- MANA	0.09%	0.00%	0.00%
770350	Officials/Administrators	Senior Manager Finance	0.00%	0.00%	0.00%
770360	Officials/Administrators	Senior Manager Revenue Collect	0.00%	0.00%	0.00%
770400	Officials/Administrators	Senior Manager Public Rel	0.09%	0.00%	0.00%
771500	Officials/Administrators	Manager, Training Bus Maintena	0.09%	0.00%	0.00%
772500	Officials/Administrators	Manager, Rail Qual. Assurance	0.00%	0.00%	0.00%
772550	Officials/Administrators	Manager, Rail Training Develop	0.09%	0.00%	0.00%
782800	Officials/Administrators	Sr. Mgr., Purchasing	0.09%	0.00%	0.00%
785000	Officials/Administrators	Sergeant	0.17%	0.60%	0.00%
801300	Officials/Administrators	Supv, Commuter Rail Maint	0.00%	0.00%	0.00%
801750	Officials/Administrators	Supv, Accts Payb and Accts Rcv	0.09%	0.00%	0.00%
805500	Officials/Administrators	Supv, Asset Protection	0.00%	0.00%	0.00%
805600	Officials/Administrators	Manager, Asset Management Init	0.09%	0.00%	0.00%
807000	Officials/Administrators	Supv, Facilities Maintenance	0.00%	0.00%	0.00%
807525	Officials/Administrators	Manager, Facil and Fleet Mgmt	0.00%	0.00%	0.00%
808750	Officials/Administrators	Supv, Revenue Collect and Proc	0.00%	0.09%	0.00%
811000	Officials/Administrators	Manager, Contracted Transit Sv	0.00%	0.00%	0.00%
812250	Officials/Administrators	Supv, Revenue Operations	0.09%	0.09%	0.00%
813100	Officials/Administrators	Manager, Creative Services	0.09%	0.00%	0.00%
814000	Officials/Administrators	Supv, Customer Relations	0.00%	0.00%	0.00%
814600	Officials/Administrators	Mgr, Customer Rel Experience	0.09%	0.00%	0.00%

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819250	Officials/Administrators	Assist. Mgr, Training	0.00%	0.09%	0.00%
820700	Officials/Administrators	Manager, Market Development	0.09%	0.00%	0.00%
821100	Officials/Administrators	Supv, Mech Rev Equip Repair	0.00%	0.00%	0.00%
822750	Officials/Administrators	Supv, Electronic Maint	0.00%	0.00%	0.00%
826250	Officials/Administrators	Supv, Fare Collections	0.09%	0.09%	0.00%
829600	Officials/Administrators	Supv, Market Development	0.09%	0.00%	0.00%
829700	Officials/Administrators	Supv, Public Involvement	0.09%	0.09%	0.00%
830000	Officials/Administrators	Supv, Office Administration	0.09%	0.09%	0.00%
831525	Officials/Administrators	Supv, Public Facilities Maint	0.00%	0.09%	0.00%
832000	Officials/Administrators	Supv, Rail Maintenance	0.09%	0.34%	0.00%
832100	Officials/Administrators	Supv, Rail Maintenance Constr	0.00%	0.00%	0.00%
833250	Officials/Administrators	Supv, Ridership and Rev Analys	0.00%	0.00%	0.00%
834650	Officials/Administrators	Manager, Commuter Programs	0.09%	0.00%	0.00%
836750	Officials/Administrators	Supv, Service Garage	0.00%	0.86%	0.26%
837000	Officials/Administrators	Supv, SCADA Communication	0.00%	0.00%	0.00%
837200	Officials/Administrators	Supv, Signals	0.00%	0.09%	0.00%
840350	Officials/Administrators	Manager, Human Resources	0.34%	0.00%	0.00%
840355	Officials/Administrators	Senior Manager, HR	0.17%	0.00%	0.00%
840400	Officials/Administrators	Senior Manager, HR Wrkfrc Devl	0.00%	0.00%	0.00%
842500	Officials/Administrators	Supv, Track	0.00%	0.00%	0.00%
843750	Officials/Administrators	Supv, Transit Information	0.26%	0.00%	0.00%
843900	Officials/Administrators	Assist. Mgr, Transit Info	0.09%	0.00%	0.00%
844000	Officials/Administrators	Supv, Traction Power	0.00%	0.00%	0.00%
845500	Officials/Administrators	Supv, Transit Control	0.69%	0.69%	0.09%
847250	Officials/Administrators	Lieutenant	0.09%	0.09%	0.00%
101740	Professionals	Accountant-NR	0.09%	0.09%	0.00%
101750	Professionals	Accountant-AFS	0.17%	0.09%	0.00%
108000	Professionals	ADA Paratransit Evaluator	0.00%	0.00%	0.00%
116000	Professionals	Agreements Specialist	0.00%	0.00%	0.00%

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185750	Professionals	Associate General Counsel	0.17%	0.00%	0.00%
189200	Professionals	Associate Planner-AFS	0.17%	0.09%	0.00%
189250	Professionals	Associate Planner-NR	0.00%	0.00%	0.09%
190060	Professionals	Auditor 1	0.09%	0.00%	0.09%
190170	Professionals	Auditor 2	0.00%	0.17%	0.00%
191100	Professionals	Auditor in Charge	0.00%	0.09%	0.00%
193625	Professionals	Benefits Specialist	0.09%	0.00%	0.09%
194600	Professionals	Senior Rail Budget Analyst	0.00%	0.09%	0.00%
199000	Professionals	Business Systems Analyst 1-NR	0.00%	0.00%	0.00%
199050	Professionals	Business Systems Analyst 1-AFS	0.09%	0.00%	0.00%
199200	Professionals	Business Systems Analyst 2-NR	0.17%	0.17%	0.17%
199250	Professionals	Business Systems Analyst 2-AFS	0.09%	0.00%	0.00%
199300	Professionals	Business Systems Analyst 3-NR	0.43%	0.34%	0.09%
199350	Professionals	Business Systems Analyst 3-AFS	0.26%	0.26%	0.00%
199400	Professionals	Business Systems Analyst 4-NR	0.09%	0.00%	0.00%
200000	Professionals	Business Analyst 1-AFS	0.09%	0.09%	0.00%
200500	Professionals	Business Analyst 2-AFS	0.17%	0.00%	0.00%
200550	Professionals	Business Analyst 3-AFS	0.17%	0.09%	0.00%
200600	Professionals	Business Analyst 3-NR	0.09%	0.09%	0.00%
200700	Professionals	Business Systems Analyst 4-AFS	0.09%	0.00%	0.00%
231500	Professionals	Communications Specialist-NR	0.00%	0.00%	0.00%
231550	Professionals	Senior Communications Spec	0.09%	0.00%	0.00%
231650	Professionals	Communications Project Coord	0.09%	0.00%	0.00%
231800	Professionals	Senior Communications Consult	0.17%	0.00%	0.00%
234750	Professionals	Community Outreach Coordinator	0.26%	0.34%	0.00%
236500	Professionals	Community Relations Specialist	0.00%	0.00%	0.00%
237000	Professionals	Compensation Analyst	0.00%	0.00%	0.00%
245250	Professionals	Computer Systems Specialist	0.00%	0.00%	0.00%

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250450	Professionals	Assist. Contract Administrator	0.00%	0.09%	0.00%
250500	Professionals	Contract Administrator-AFS	0.09%	0.00%	0.00%
250550	Professionals	Contract Administrator-NR	0.00%	0.00%	0.00%
250600	Professionals	Senior Contract Admin-NR	0.09%	0.00%	0.00%
250750	Professionals	Contracts Negotiator	0.09%	0.17%	0.00%
268100	Professionals	Senior Service Analyst	0.17%	0.00%	0.00%
269750	Professionals	Database Administrator I	0.09%	0.09%	0.00%
269800	Professionals	Database Administrator 2-AFS	0.00%	0.17%	0.00%
269850	Professionals	Database Administrator 2 - NR	0.09%	0.00%	0.00%
273300	Professionals	PrMgr Wastewater Commissioning	0.00%	0.00%	0.00%
291500	Professionals	Government Affairs Liaison	0.09%	0.00%	0.00%
329245	Professionals	Associate Engineer-AFS	0.09%	0.00%	0.00%
329250	Professionals	Engineer-AFS	0.09%	0.00%	0.00%
329255	Professionals	Associate Engineer-NR	0.00%	0.00%	0.09%
329260	Professionals	Engineer-NR	0.09%	0.00%	0.00%
332500	Professionals	Environmental Analyst	0.34%	0.00%	0.00%
332750	Professionals	Environmental Scientist	0.17%	0.00%	0.00%
334500	Professionals	EO Consultant III	0.17%	0.26%	0.09%
350250	Professionals	Financial Analyst-AFS	0.00%	0.09%	0.00%
350255	Professionals	Financial Analyst-NR	0.17%	0.00%	0.09%
364500	Professionals	Rail Coordinator	0.00%	0.09%	0.00%
381750	Professionals	GIS Specialist 3	0.00%	0.00%	0.00%
383500	Professionals	MetroGIS Coordinator	0.09%	0.00%	0.00%
385250	Professionals	GIS Specialist 2	0.26%	0.00%	0.00%
397525	Professionals	Graphics Designer	0.09%	0.00%	0.00%
408000	Professionals	HRA Coordinator	1.12%	0.43%	0.17%
408500	Professionals	HRA Coordinator II	0.52%	0.17%	0.09%
410500	Professionals	Fitness and Health Specialist	0.09%	0.00%	0.00%

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416700	Professionals	Benefits Analyst	0.09%	0.00%	0.00%
419250	Professionals	Human Resources Bus Partner	0.00%	0.00%	0.00%
422100	Professionals	Occupational Safety Specialist	0.09%	0.00%	0.00%
423800	Professionals	Industrial Waste Tech Coord	0.09%	0.00%	0.00%
434300	Professionals	Interceptor System Technician	0.00%	0.00%	0.00%
436000	Professionals	Data Analyst	0.00%	0.00%	0.00%
436500	Professionals	Data Architect	0.00%	0.00%	0.00%
444100	Professionals	Systems Engineer 1 - AFSC	0.00%	0.26%	0.00%
444150	Professionals	Systems Engineer 1 - NRC	0.00%	0.00%	0.00%
444200	Professionals	Systems Engineer 2 - NRC	0.00%	0.00%	0.00%
444250	Professionals	Systems Engineer 2 - AFS	0.09%	0.09%	0.00%
444275	Professionals	Engineer - ITS	0.00%	0.00%	0.09%
444300	Professionals	Systems Engineer 3	0.00%	0.00%	0.00%
444350	Professionals	Systems Engineer 3 - AFS	0.00%	0.17%	0.00%
444450	Professionals	Systems Engineer 4 - AFS	0.00%	0.00%	0.09%
445100	Professionals	Applications Developer 1	0.00%	0.17%	0.00%
445200	Professionals	Applications Developer 2	0.00%	0.09%	0.00%
445300	Professionals	Applications Developer 3	0.17%	0.34%	0.00%
445400	Professionals	Applications Developer 4	0.17%	0.52%	0.00%
445450	Professionals	Applications Developer 4-NR	0.00%	0.00%	0.00%
448550	Professionals	Lab Analyst 3	0.17%	0.00%	0.09%
448600	Professionals	Lab Tech Coordinator 1	0.09%	0.00%	0.09%
448625	Professionals	Lab Technical Coordinator 2	0.17%	0.00%	0.00%
448700	Professionals	QA Coordinator 1	0.09%	0.09%	0.00%
448725	Professionals	QA Coordinator 2	0.09%	0.00%	0.00%
464000	Professionals	Senior Safety Specialist	0.00%	0.00%	0.09%
479700	Professionals	Training Specialist	0.34%	0.00%	0.00%
479750	Professionals	LOD Consultant	0.09%	0.00%	0.00%
485500	Professionals	Manager, Agreements	0.09%	0.00%	0.00%

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486250	Professionals	Manager, Tech CoordinationMANA	0.00%	0.00%	0.00%
490200	Professionals	Program Manager, Budget	0.00%	0.00%	0.00%
513200	Professionals	Program Manager, Procurement	0.09%	0.00%	0.00%
539600	Professionals	Environmental Compliance Lead	0.09%	0.00%	0.00%
548200	Professionals	Liability Claims Rep II	0.09%	0.09%	0.00%
548300	Professionals	Liability Claims Rep III	0.09%	0.00%	0.00%
548500	Professionals	Work Comp Claims Rep I	0.09%	0.00%	0.00%
548600	Professionals	Work Comp Claims Rep II	0.09%	0.00%	0.00%
548700	Professionals	Work Comp Claims Rep III	0.09%	0.00%	0.00%
548900	Professionals	Workforce Development Coordntr	0.09%	0.26%	0.09%
558000	Professionals	Program Manager, RealTimeCusIn	0.09%	0.00%	0.00%
558700	Professionals	Program Mgr, Better Bus Stops	0.09%	0.00%	0.00%
558900	Professionals	Prog Mgr, Speed & Reliability	0.00%	0.00%	0.00%
585000	Professionals	Project Mgr Special Projects	0.00%	0.00%	0.00%
585350	Professionals	Project Lead, Business Continu	0.09%	0.00%	0.00%
585400	Professionals	Project Manager Info Services	0.17%	0.09%	0.00%
586000	Professionals	Project Manager, Rail Techn Op	0.00%	0.00%	0.00%
587100	Professionals	Sr Project Manager, Dev TOD	0.09%	0.00%	0.00%
587150	Professionals	Program Manager, TOD	0.00%	0.00%	0.00%
587500	Professionals	Program Manager, Waiver Transp	0.09%	0.09%	0.00%
611200	Professionals	Project Mgr Technical Services	0.00%	0.00%	0.00%
614050	Professionals	Program Mgr, Transitways Plng	0.09%	0.00%	0.00%
621500	Professionals	Market Development Specialist	0.17%	0.00%	0.00%
621550	Professionals	Sr Market Dev Specialist	0.00%	0.00%	0.00%
623250	Professionals	Marketing Writer	0.00%	0.00%	0.00%
651255	Professionals	Manager, Project Office Mngt	0.00%	0.00%	0.00%

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653000	Professionals	Outreach Coordinator	0.09%	0.17%	0.00%
653500	Professionals	Senior Outreach Coordinator	0.43%	0.09%	0.09%
654000	Professionals	Occupational Health Specialist	0.17%	0.00%	0.00%
658250	Professionals	Payroll Analyst	0.26%	0.17%	0.00%
663500	Professionals	Planner-AFS	0.09%	0.17%	0.00%
663510	Professionals	Planner-NR	0.34%	0.17%	0.09%
665250	Professionals	Planning Analyst	0.17%	0.09%	0.00%
668000	Professionals	Document Mgmt Specialist -AFS	0.09%	0.00%	0.00%
677200	Professionals	Principal Analyst Rail Opns	0.00%	0.00%	0.00%
677500	Professionals	Principal Contract Admin-AFS	0.60%	0.09%	0.09%
677550	Professionals	Principal Contract Admin-NR	0.26%	0.17%	0.00%
677555	Professionals	Principal Project Coordinator	0.17%	0.00%	0.09%
679250	Professionals	Principal Engineer-AFS	0.69%	0.26%	0.09%
679260	Professionals	Principal Engineer-NR	0.09%	0.00%	0.00%
681000	Professionals	Principal Environmental Scient	0.34%	0.17%	0.00%
682500	Professionals	Principal Financial Analyst-NR	0.43%	0.43%	0.00%
682750	Professionals	Principal Financial Analys-AFS	0.26%	0.17%	0.00%
684500	Professionals	GIS System Administrator 2	0.00%	0.00%	0.00%
686250	Professionals	Principal Research Scientist	0.00%	0.00%	0.00%
690000	Professionals	Senior Program Supervisor	0.09%	0.00%	0.00%
691500	Professionals	Project Administrator	0.00%	0.00%	0.09%
693200	Professionals	Associate Project Coord-NR	0.09%	0.00%	0.00%
693255	Professionals	Project Coordinator - NR	0.09%	0.09%	0.00%
693500	Professionals	Project Manager	0.09%	0.09%	0.00%
693600	Professionals	Project Manager-AFS	0.00%	0.09%	0.00%
695500	Professionals	Project Manager, Environmental	0.09%	0.00%	0.00%
697200	Professionals	Prgm Mgr Real Estate & Asset M	0.00%	0.09%	0.00%
698500	Professionals	Public Arts Administrator	0.00%	0.00%	0.00%
703700	Professionals	Associate Purchasing Agent	0.17%	0.09%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
703750	Professionals	Purchasing Agent-AFS	0.69%	0.34%	0.00%
703770	Professionals	P-Card Administrator	0.17%	0.00%	0.00%
708000	Professionals	Social Media Specialist	0.00%	0.00%	0.00%
709200	Professionals	Supv, Rail Mtnc QA and Trng	0.00%	0.00%	0.00%
709250	Professionals	Rail Safety Officer	0.00%	0.00%	0.00%
709335	Professionals	Senior Rail Systems Specialist	0.00%	0.00%	0.00%
710000	Professionals	Juvenile Outreach Coordinator	0.09%	0.09%	0.00%
710750	Professionals	Ridership and Revenue Analyst	0.00%	0.00%	0.00%
711200	Professionals	Title Specialist	0.09%	0.00%	0.00%
711400	Professionals	Real Estate Appraiser	0.00%	0.00%	0.00%
711500	Professionals	Real Estate Specialist	0.26%	0.00%	0.09%
720000	Professionals	Principal Researcher	0.26%	0.00%	0.00%
720200	Professionals	Researcher	0.00%	0.00%	0.00%
720275	Professionals	Associate Data Scientist-AFS	0.09%	0.00%	0.00%
720350	Professionals	Data Scientist-AFS	0.09%	0.00%	0.09%
720500	Professionals	Senior Data Scientist-NR	0.00%	0.00%	0.00%
720550	Professionals	Senior Data Scientist-AFS	0.17%	0.00%	0.00%
720650	Professionals	Principal Data Scientist-NR	0.00%	0.00%	0.00%
723150	Professionals	Bus Safety Specialist	0.09%	0.09%	0.09%
723200	Professionals	Principal Safety Specialist	0.00%	0.00%	0.00%
723500	Professionals	Sales Operations Specialist	0.00%	0.09%	0.00%
723600	Professionals	Prog Spec, Events & Fare Prog	0.00%	0.00%	0.00%
731000	Professionals	Scheduling Analyst	0.00%	0.00%	0.00%
731950	Professionals	Security Specialist	0.00%	0.00%	0.00%
735250	Professionals	Senior Accountant-AFS	0.09%	0.09%	0.00%
735255	Professionals	Senior Accountant-NR	0.17%	0.09%	0.00%
745700	Professionals	Principal Communications Spec	0.09%	0.00%	0.00%
745750	Professionals	Senior Communications Spec	0.17%	0.00%	0.00%
745765	Professionals	Web Designer	0.09%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
745770	Professionals	Front End Web Developer	0.00%	0.00%	0.00%
746000	Professionals	Senior Community Outreach Coor	0.09%	0.00%	0.00%
747500	Professionals	Senior Computer Systems Spec	0.09%	0.09%	0.00%
752750	Professionals	Senior Engineer	0.52%	0.17%	0.00%
752760	Professionals	Senior Engineer-NR	0.09%	0.09%	0.00%
754500	Professionals	Senior Environmental Scientist	0.09%	0.09%	0.00%
756250	Professionals	EO Consultant II	0.09%	0.26%	0.00%
759000	Professionals	Senior Grants Specialist	0.17%	0.00%	0.00%
759750	Professionals	Senior Graphic Designer	0.09%	0.00%	0.00%
763250	Professionals	Senior Information Coord	0.00%	0.00%	0.00%
766850	Professionals	Senior IT Specialist-AFS	0.09%	0.00%	0.00%
770250	Professionals	Senior Technical Trainer	0.00%	0.00%	0.00%
771650	Professionals	Instructional Designer-AFS	0.09%	0.00%	0.00%
771700	Professionals	Technical Trainer	0.00%	0.00%	0.00%
779000	Professionals	Senior Planner-AFS	0.69%	0.26%	0.00%
779010	Professionals	Senior Planner-NR	0.09%	0.00%	0.09%
780750	Professionals	Senior Project Administr-AFS	0.34%	0.34%	0.00%
780760	Professionals	Senior Project Administrator	0.17%	0.00%	0.00%
782500	Professionals	Senior Project Coordinator	0.00%	0.09%	0.00%
782550	Professionals	Senior Project Coordinator-AFS	0.09%	0.00%	0.00%
783000	Professionals	Senior Researcher	0.17%	0.09%	0.00%
786500	Professionals	Service Analyst	0.17%	0.00%	0.00%
792700	Professionals	Talent Acquisition Spec 1	0.26%	0.09%	0.00%
792750	Professionals	Talent Acquisition Spec 2	0.69%	0.17%	0.09%
805760	Professionals	Rail Maint. Warranty Administr	0.09%	0.00%	0.00%
831800	Professionals	Supv, RCC Training	0.00%	0.00%	0.00%
859500	Professionals	TDM Consultant	0.09%	0.00%	0.00%
863000	Professionals	Commuter Programs Specialist	0.00%	0.00%	0.00%
863150	Professionals	Program Spec, Equity and Inclu	0.17%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
863200	Professionals	Senior Commuter Programs Spec	0.09%	0.09%	0.09%
863900	Professionals	Senior Program Coordinator	0.09%	0.00%	0.00%
888375	Professionals	Project Mngt Spec Transit Info	0.17%	0.00%	0.00%
899750	Professionals	TAB Coordinator	0.09%	0.00%	0.00%
Total			36.285%	21.410%	3.869%

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
101740	Professionals	Accountant-NR	0.09%	0.09%	0.00%
101750	Professionals	Accountant-AFS	0.18%	0.09%	0.00%
108000	Professionals	ADA Paratransit Evaluator	0.00%	0.00%	0.00%
116000	Professionals	Agreements Specialist	0.00%	0.00%	0.00%
185750	Professionals	Associate General Counsel	0.18%	0.00%	0.00%
189200	Professionals	Associate Planner-AFS	0.18%	0.09%	0.00%
189250	Professionals	Associate Planner-NR	0.00%	0.00%	0.09%
190060	Professionals	Auditor 1	0.09%	0.00%	0.09%
190170	Professionals	Auditor 2	0.00%	0.18%	0.00%
191100	Professionals	Auditor in Charge	0.00%	0.09%	0.00%
193625	Professionals	Benefits Specialist	0.09%	0.00%	0.09%
194600	Professionals	Senior Rail Budget Analyst	0.00%	0.09%	0.00%
199000	Professionals	Business Systems Analyst 1-NR	0.00%	0.00%	0.00%
199050	Professionals	Business Systems Analyst 1-AFS	0.09%	0.00%	0.00%
199200	Professionals	Business Systems Analyst 2-NR	0.18%	0.18%	0.18%
199250	Professionals	Business Systems Analyst 2-AFS	0.09%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
199300	Professionals	Business Systems Analyst 3-NR	0.46%	0.37%	0.09%
199350	Professionals	Business Systems Analyst 3-AFS	0.28%	0.28%	0.00%
199400	Professionals	Business Systems Analyst 4-NR	0.09%	0.00%	0.00%
200000	Professionals	Business Analyst 1-AFS	0.09%	0.09%	0.00%
200500	Professionals	Business Analyst 2-AFS	0.18%	0.00%	0.00%
200550	Professionals	Business Analyst 3-AFS	0.18%	0.09%	0.00%
200600	Professionals	Business Analyst 3-NR	0.09%	0.09%	0.00%
200700	Professionals	Business Systems Analyst 4-AFS	0.09%	0.00%	0.00%
231500	Professionals	Communications Specialist-NR	0.00%	0.00%	0.00%
231550	Professionals	Senior Communications Spec	0.09%	0.00%	0.00%
231650	Professionals	Communications Project Coord	0.09%	0.00%	0.00%
231800	Professionals	Senior Communications Consult	0.18%	0.00%	0.00%
234750	Professionals	Community Outreach Coordinator	0.28%	0.37%	0.00%
236500	Professionals	Community Relations Specialist	0.00%	0.00%	0.00%
237000	Professionals	Compensation Analyst	0.00%	0.00%	0.00%
245250	Professionals	Computer Systems Specialist	0.00%	0.00%	0.00%
250450	Professionals	Assist. Contract Administrator	0.00%	0.09%	0.00%
250500	Professionals	Contract Administrator-AFS	0.09%	0.00%	0.00%
250550	Professionals	Contract Administrator-NR	0.00%	0.00%	0.00%
250600	Professionals	Senior Contract Admin-NR	0.09%	0.00%	0.00%
250750	Professionals	Contracts Negotiator	0.09%	0.18%	0.00%
268100	Professionals	Senior Service Analyst	0.18%	0.00%	0.00%
269750	Professionals	Database Administrator I	0.09%	0.09%	0.00%
269800	Professionals	Database Administrator 2-AFS	0.00%	0.18%	0.00%
269850	Professionals	Database Administrator 2 - NR	0.09%	0.00%	0.00%
273300	Professionals	PrMgr Wastewater Commissioning	0.00%	0.00%	0.00%
291500	Professionals	Government Affairs Liaison	0.09%	0.00%	0.00%
329245	Professionals	Associate Engineer-AFS	0.09%	0.00%	0.00%
329250	Professionals	Engineer-AFS	0.09%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
329255	Professionals	Associate Engineer-NR	0.00%	0.00%	0.09%
329260	Professionals	Engineer-NR	0.09%	0.00%	0.00%
332500	Professionals	Environmental Analyst	0.37%	0.00%	0.00%
332750	Professionals	Environmental Scientist	0.18%	0.00%	0.00%
334500	Professionals	EO Consultant III	0.18%	0.28%	0.09%
350250	Professionals	Financial Analyst-AFS	0.00%	0.09%	0.00%
350255	Professionals	Financial Analyst-NR	0.18%	0.00%	0.09%
364500	Professionals	Rail Coordinator	0.00%	0.09%	0.00%
381750	Professionals	GIS Specialist 3	0.00%	0.00%	0.00%
383500	Professionals	MetroGIS Coordinator	0.09%	0.00%	0.00%
385250	Professionals	GIS Specialist 2	0.28%	0.00%	0.00%
397525	Professionals	Graphics Designer	0.09%	0.00%	0.00%
408000	Professionals	HRA Coordinator	1.20%	0.46%	0.18%
408500	Professionals	HRA Coordinator II	0.55%	0.18%	0.09%
410500	Professionals	Fitness and Health Specialist	0.09%	0.00%	0.00%
416700	Professionals	Benefits Analyst	0.09%	0.00%	0.00%
419250	Professionals	Human Resources Bus Partner	0.00%	0.00%	0.00%
422100	Professionals	Occupational Safety Specialist	0.09%	0.00%	0.00%
423800	Professionals	Industrial Waste Tech Coord	0.09%	0.00%	0.00%
434300	Professionals	Interceptor System Technician	0.00%	0.00%	0.00%
436000	Professionals	Data Analyst	0.00%	0.00%	0.00%
436500	Professionals	Data Architect	0.00%	0.00%	0.00%
444100	Professionals	Systems Engineer 1 - AFSC	0.00%	0.28%	0.00%
444150	Professionals	Systems Engineer 1 - NRC	0.00%	0.00%	0.00%
444200	Professionals	Systems Engineer 2 - NRC	0.00%	0.00%	0.00%
444250	Professionals	Systems Engineer 2 - AFS	0.09%	0.09%	0.00%
444275	Professionals	Engineer - ITS	0.00%	0.00%	0.09%
444300	Professionals	Systems Engineer 3	0.00%	0.00%	0.00%
444350	Professionals	Systems Engineer 3 - AFS	0.00%	0.18%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
444450	Professionals	Systems Engineer 4 - AFS	0.00%	0.00%	0.09%
445100	Professionals	Applications Developer 1	0.00%	0.18%	0.00%
445200	Professionals	Applications Developer 2	0.00%	0.09%	0.00%
445300	Professionals	Applications Developer 3	0.18%	0.37%	0.00%
445400	Professionals	Applications Developer 4	0.18%	0.55%	0.00%
445450	Professionals	Applications Developer 4-NR	0.00%	0.00%	0.00%
448550	Professionals	Lab Analyst 3	0.18%	0.00%	0.09%
448600	Professionals	Lab Tech Coordinator 1	0.09%	0.00%	0.09%
448625	Professionals	Lab Technical Coordinator 2	0.18%	0.00%	0.00%
448700	Professionals	QA Coordinator 1	0.09%	0.09%	0.00%
448725	Professionals	QA Coordinator 2	0.09%	0.00%	0.00%
464000	Professionals	Senior Safety Specialist	0.00%	0.00%	0.09%
479700	Professionals	Training Specialist	0.37%	0.00%	0.00%
479750	Professionals	LOD Consultant	0.09%	0.00%	0.00%
485500	Professionals	Manager, Agreements	0.09%	0.00%	0.00%
486250	Professionals	Manager, Tech CoordinationMANA	0.00%	0.00%	0.00%
490200	Professionals	Program Manager, Budget	0.00%	0.00%	0.00%
513200	Professionals	Program Manager, Procurement	0.09%	0.00%	0.00%
539600	Professionals	Environmental Compliance Lead	0.09%	0.00%	0.00%
548200	Professionals	Liability Claims Rep II	0.09%	0.09%	0.00%
548300	Professionals	Liability Claims Rep III	0.09%	0.00%	0.00%
548500	Professionals	Work Comp Claims Rep I	0.09%	0.00%	0.00%
548600	Professionals	Work Comp Claims Rep II	0.09%	0.00%	0.00%
548700	Professionals	Work Comp Claims Rep III	0.09%	0.00%	0.00%
548900	Professionals	Workforce Development Coordntr	0.09%	0.28%	0.09%
558000	Professionals	Program Manager, RealTimeCusIn	0.09%	0.00%	0.00%
558700	Professionals	Program Mgr, Better Bus Stops	0.09%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
558900	Professionals	Prog Mgr, Speed & Reliability	0.00%	0.00%	0.00%
585000	Professionals	Project Mgr Special Projects	0.00%	0.00%	0.00%
585350	Professionals	Project Lead, Business Continu	0.09%	0.00%	0.00%
585400	Professionals	Project Manager Info Services	0.18%	0.09%	0.00%
586000	Professionals	Project Manager, Rail Techn Op	0.00%	0.00%	0.00%
587100	Professionals	Sr Project Manager, Dev TOD	0.09%	0.00%	0.00%
587150	Professionals	Program Manager, TOD	0.00%	0.00%	0.00%
587500	Professionals	Program Manager, Waiver Transp	0.09%	0.09%	0.00%
611200	Professionals	Project Mgr Technical Services	0.00%	0.00%	0.00%
614050	Professionals	Program Mgr, Transitways Plng	0.09%	0.00%	0.00%
621500	Professionals	Market Development Specialist	0.18%	0.00%	0.00%
621550	Professionals	Sr Market Dev Specialist	0.00%	0.00%	0.00%
623250	Professionals	Marketing Writer	0.00%	0.00%	0.00%
651255	Professionals	Manager, Project Office Mngt	0.00%	0.00%	0.00%
653000	Professionals	Outreach Coordinator	0.09%	0.18%	0.00%
653500	Professionals	Senior Outreach Coordinator	0.46%	0.09%	0.09%
654000	Professionals	Occupational Health Specialist	0.18%	0.00%	0.00%
658250	Professionals	Payroll Analyst	0.28%	0.18%	0.00%
663500	Professionals	Planner-AFS	0.09%	0.18%	0.00%
663510	Professionals	Planner-NR	0.37%	0.18%	0.09%
665250	Professionals	Planning Analyst	0.18%	0.09%	0.00%
668000	Professionals	Document Mgmt Specialist -AFS	0.09%	0.00%	0.00%
677200	Professionals	Principal Analyst Rail Opns	0.00%	0.00%	0.00%
677500	Professionals	Principal Contract Admin-AFS	0.65%	0.09%	0.09%
677550	Professionals	Principal Contract Admin-NR	0.28%	0.18%	0.00%
677555	Professionals	Principal Project Coordinator	0.18%	0.00%	0.09%
679250	Professionals	Principal Engineer-AFS	0.74%	0.28%	0.09%
679260	Professionals	Principal Engineer-NR	0.09%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
681000	Professionals	Principal Environmental Scient	0.37%	0.18%	0.00%
682500	Professionals	Principal Financial Analyst-NR	0.46%	0.46%	0.00%
682750	Professionals	Principal Financial Analys-AFS	0.28%	0.18%	0.00%
684500	Professionals	GIS System Administrator 2	0.00%	0.00%	0.00%
686250	Professionals	Principal Research Scientist	0.00%	0.00%	0.00%
690000	Professionals	Senior Program Supervisor	0.09%	0.00%	0.00%
691500	Professionals	Project Administrator	0.00%	0.00%	0.09%
693200	Professionals	Associate Project Coord-NR	0.09%	0.00%	0.00%
693255	Professionals	Project Coordinator - NR	0.09%	0.09%	0.00%
693500	Professionals	Project Manager	0.09%	0.09%	0.00%
693600	Professionals	Project Manager-AFS	0.00%	0.09%	0.00%
695500	Professionals	Project Manager, Environmental	0.09%	0.00%	0.00%
697200	Professionals	Prgm Mgr Real Estate & Asset M	0.00%	0.09%	0.00%
698500	Professionals	Public Arts Administrator	0.00%	0.00%	0.00%
703700	Professionals	Associate Purchasing Agent	0.18%	0.09%	0.00%
703750	Professionals	Purchasing Agent-AFS	0.74%	0.37%	0.00%
703770	Professionals	P-Card Administrator	0.18%	0.00%	0.00%
708000	Professionals	Social Media Specialist	0.00%	0.00%	0.00%
709200	Professionals	Supv, Rail Mtnc QA and Trng	0.00%	0.00%	0.00%
709250	Professionals	Rail Safety Officer	0.00%	0.00%	0.00%
709335	Professionals	Senior Rail Systems Specialist	0.00%	0.00%	0.00%
710000	Professionals	Juvenile Outreach Coordinator	0.09%	0.09%	0.00%
710750	Professionals	Ridership and Revenue Analyst	0.00%	0.00%	0.00%
711200	Professionals	Title Specialist	0.09%	0.00%	0.00%
711400	Professionals	Real Estate Appraiser	0.00%	0.00%	0.00%
711500	Professionals	Real Estate Specialist	0.28%	0.00%	0.09%
720000	Professionals	Principal Researcher	0.28%	0.00%	0.00%
720200	Professionals	Researcher	0.00%	0.00%	0.00%
720275	Professionals	Associate Data Scientist-AFS	0.09%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
720350	Professionals	Data Scientist-AFS	0.09%	0.00%	0.09%
720500	Professionals	Senior Data Scientist-NR	0.00%	0.00%	0.00%
720550	Professionals	Senior Data Scientist-AFS	0.18%	0.00%	0.00%
720650	Professionals	Principal Data Scientist-NR	0.00%	0.00%	0.00%
723150	Professionals	Bus Safety Specialist	0.09%	0.09%	0.09%
723200	Professionals	Principal Safety Specialist	0.00%	0.00%	0.00%
723500	Professionals	Sales Operations Specialist	0.00%	0.09%	0.00%
723600	Professionals	Prog Spec, Events & Fare Prog	0.00%	0.00%	0.00%
731000	Professionals	Scheduling Analyst	0.00%	0.00%	0.00%
731950	Professionals	Security Specialist	0.00%	0.00%	0.00%
735250	Professionals	Senior Accountant-AFS	0.09%	0.09%	0.00%
735255	Professionals	Senior Accountant-NR	0.18%	0.09%	0.00%
745700	Professionals	Principal Communications Spec	0.09%	0.00%	0.00%
745750	Professionals	Senior Communications Spec	0.18%	0.00%	0.00%
745765	Professionals	Web Designer	0.09%	0.00%	0.00%
745770	Professionals	Front End Web Developer	0.00%	0.00%	0.00%
746000	Professionals	Senior Community Outreach Coor	0.09%	0.00%	0.00%
747500	Professionals	Senior Computer Systems Spec	0.09%	0.09%	0.00%
752750	Professionals	Senior Engineer	0.55%	0.18%	0.00%
752760	Professionals	Senior Engineer-NR	0.09%	0.09%	0.00%
754500	Professionals	Senior Environmental Scientist	0.09%	0.09%	0.00%
756250	Professionals	EO Consultant II	0.09%	0.28%	0.00%
759000	Professionals	Senior Grants Specialist	0.18%	0.00%	0.00%
759750	Professionals	Senior Graphic Designer	0.09%	0.00%	0.00%
763250	Professionals	Senior Information Coord	0.00%	0.00%	0.00%
766850	Professionals	Senior IT Specialist-AFS	0.09%	0.00%	0.00%
770250	Professionals	Senior Technical Trainer	0.00%	0.00%	0.00%
771650	Professionals	Instructional Designer-AFS	0.09%	0.00%	0.00%
771700	Professionals	Technical Trainer	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
779000	Professionals	Senior Planner-AFS	0.74%	0.28%	0.00%
779010	Professionals	Senior Planner-NR	0.09%	0.00%	0.09%
780750	Professionals	Senior Project Administr-AFS	0.37%	0.37%	0.00%
780760	Professionals	Senior Project Administrator	0.18%	0.00%	0.00%
782500	Professionals	Senior Project Coordinator	0.00%	0.09%	0.00%
782550	Professionals	Senior Project Coordinator-AFS	0.09%	0.00%	0.00%
783000	Professionals	Senior Researcher	0.18%	0.09%	0.00%
786500	Professionals	Service Analyst	0.18%	0.00%	0.00%
792700	Professionals	Talent Acquisition Spec 1	0.28%	0.09%	0.00%
792750	Professionals	Talent Acquisition Spec 2	0.74%	0.18%	0.09%
805760	Professionals	Rail Maint. Warranty Administr	0.09%	0.00%	0.00%
831800	Professionals	Supv, RCC Training	0.00%	0.00%	0.00%
859500	Professionals	TDM Consultant	0.09%	0.00%	0.00%
863000	Professionals	Commuter Programs Specialist	0.00%	0.00%	0.00%
863150	Professionals	Program Spec, Equity and Inclu	0.18%	0.00%	0.00%
863200	Professionals	Senior Commuter Programs Spec	0.09%	0.09%	0.09%
863900	Professionals	Senior Program Coordinator	0.09%	0.00%	0.00%
888375	Professionals	Project Mngt Spec Transit Info	0.18%	0.00%	0.00%
899750	Professionals	TAB Coordinator	0.09%	0.00%	0.00%
114000	Technicians	Program Tech Specialist-AFSCME	1.66%	0.18%	0.00%
186250	Technicians	Associate Community Outreach C	0.28%	0.18%	0.18%
196250	Technicians	Bus Stop Coordinator	0.00%	0.00%	0.00%
220500	Technicians	Electronic Rev Equip Administr	0.09%	0.00%	0.00%
231300	Technicians	Associate Communications Spec	0.28%	0.09%	0.09%
243600	Technicians	Industrial Automation Tech	0.00%	0.00%	0.00%
243700	Technicians	Industrial Automation Spec	0.00%	0.00%	0.00%
243800	Technicians	Principal Indus Autom Spec	0.18%	0.00%	0.00%
248700	Technicians	Construction Inspector Trainee	0.00%	0.18%	0.00%
248750	Technicians	Construction Inspector	0.09%	0.18%	0.09%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
248760	Technicians	Construction Inspector-NR	0.00%	0.00%	0.00%
259450	Technicians	Coordinator Material Mgmt	0.00%	0.09%	0.00%
262750	Technicians	Customer Serv and Mktg Admnstr	0.18%	0.00%	0.00%
269100	Technicians	PeopleSoft Administrator I	0.00%	0.09%	0.00%
318750	Technicians	Drafter III	0.00%	0.00%	0.00%
324000	Technicians	Revenue Mechanical Technician	0.00%	0.18%	0.18%
324200	Technicians	Lead Revenue Mechanical Tech	0.00%	0.00%	0.00%
325750	Technicians	Electronic Repair Tech	0.09%	0.37%	0.00%
338000	Technicians	Prin Admin Spec-NR	0.83%	0.28%	0.37%
338500	Technicians	Prin Admin Spec - AFSCME	0.74%	0.09%	0.09%
339250	Technicians	Sewer Availability Charge Tech	0.18%	0.00%	0.00%
339500	Technicians	Executive Assistant	0.28%	0.00%	0.00%
339750	Technicians	Program Tech Specialist-NR	0.83%	0.46%	0.09%
397515	Technicians	Graphic Production Specialist	0.09%	0.00%	0.00%
408100	Technicians	HRA Mobility Coordinator	0.18%	0.00%	0.09%
411500	Technicians	HRA Inspector	0.00%	0.09%	0.00%
413250	Technicians	HRA Specialist	0.28%	0.09%	0.00%
416800	Technicians	Benefits Administrator	0.00%	0.09%	0.00%
423750	Technicians	Industrial Waste Technician	0.00%	0.09%	0.00%
425500	Technicians	Sr Industrial Waste Technician	0.09%	0.00%	0.00%
425600	Technicians	Prin. Industrial Waste Tech	0.00%	0.00%	0.00%
426000	Technicians	Information Specialist	0.09%	0.00%	0.00%
429000	Technicians	Instructor	0.18%	0.37%	0.00%
437650	Technicians	Intern - Urban Scholar	0.09%	0.28%	0.00%
437750	Technicians	Intern	3.88%	2.59%	0.28%
443000	Technicians	Inventory Technician	0.00%	0.00%	0.09%
443100	Technicians	Technical Support Specialist 1	0.09%	0.18%	0.00%
443150	Technicians	Technical Support Specialist 2	0.00%	0.09%	0.09%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
443200	Technicians	Technical Support Specialist 3	0.00%	0.09%	0.09%
443300	Technicians	Technical Support Specialist 4	0.09%	0.00%	0.00%
443325	Technicians	Technical Support Specialist 4	0.00%	0.00%	0.00%
448250	Technicians	Laboratory Assistant	0.00%	0.00%	0.00%
448500	Technicians	Lab Analyst 1	0.09%	0.09%	0.09%
448525	Technicians	Lab Analyst 2	0.74%	0.28%	0.00%
465750	Technicians	Lead Sched Display Coordinator	0.00%	0.00%	0.00%
471000	Technicians	Lead Sr Elec Rev Equip Tech	0.00%	0.09%	0.00%
569400	Technicians	Systems Field Technology Tech	0.00%	0.00%	0.00%
621400	Technicians	Assoc. Market Dev Specialist	0.09%	0.00%	0.00%
628450	Technicians	Material Planner-AFS	0.00%	0.00%	0.00%
628550	Technicians	Supply Chain Coordinator	0.00%	0.00%	0.00%
674000	Technicians	Police and Security Administra	0.00%	0.09%	0.00%
700250	Technicians	Facilities Administrator	0.37%	0.18%	0.00%
717750	Technicians	Registered Land Surveyor	0.00%	0.09%	0.00%
723700	Technicians	Bus Technology Systems Spec	0.09%	0.00%	0.00%
724000	Technicians	Schedule Coordinator	0.18%	0.00%	0.00%
726500	Technicians	Schedule Distribtn Coordinator	0.00%	0.00%	0.00%
738900	Technicians	Data Request Liaison	0.09%	0.00%	0.00%
749250	Technicians	Revenue Equip Electronic Tech	0.00%	0.09%	0.00%
751000	Technicians	Senior Electronics Repair Tech	0.00%	0.00%	0.00%
761400	Technicians	Human Resources Assistant-AFS	0.65%	0.18%	0.18%
761700	Technicians	HR Program Coordinator	0.09%	0.09%	0.00%
775500	Technicians	Senior Metering and Alm Sys Op	0.18%	0.18%	0.00%
777900	Technicians	Senior Payroll Specialist	0.09%	0.09%	0.00%
794750	Technicians	Materials Spec Leadworker-AFS	0.09%	0.00%	0.00%
863800	Technicians	Program Coordinator	0.09%	0.09%	0.00%
864760	Technicians	HR Office Coordinator	0.09%	0.00%	0.00%
873500	Technicians	Technician II	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
884000	Technicians	Transit Info Support Spec.	0.00%	0.00%	0.00%
888100	Technicians	Transit Inf Serv Data Coord	0.09%	0.00%	0.00%
108700	Office/Clerical	Account Specialist	0.09%	0.18%	0.00%
110500	Office/Clerical	Administrative Specialist	0.00%	0.09%	0.00%
201500	Office/Clerical	Account Spec-MT:Accounting Clk	0.09%	0.00%	0.00%
219000	Office/Clerical	Clerical Assistant	0.09%	0.00%	0.00%
224250	Office/Clerical	Maintenance Admin Spec	0.09%	0.00%	0.00%
226100	Office/Clerical	Material Mgmt Administrator	0.09%	0.00%	0.00%
257500	Office/Clerical	Sr. Account Spec-MT:Cdt/Collec	0.09%	0.09%	0.00%
259250	Office/Clerical	Sr. Account Spec-MT:Sales Oper	0.09%	0.09%	0.09%
264500	Office/Clerical	Customer Relations Specialist	0.09%	0.09%	0.00%
264550	Office/Clerical	Customer Service Specialist	0.37%	0.28%	0.00%
264600	Office/Clerical	Senior Customer Service Spec	0.09%	0.00%	0.00%
343250	Office/Clerical	Facilities Maintenance Tech	0.00%	0.09%	0.00%
399250	Office/Clerical	Head Stockkeeper	0.00%	0.18%	0.00%
437950	Office/Clerical	Bridge Fellow-AFS	0.09%	0.09%	0.00%
441250	Office/Clerical	Sr. Account Spec-MT:Asset Mgmt	0.09%	0.00%	0.00%
457000	Office/Clerical	Lead Revenue Processing Spec	0.09%	0.09%	0.00%
472750	Office/Clerical	Lead Stockkeeper	0.18%	0.18%	0.09%
475000	Office/Clerical	Lead Transit Service Ctr Rep	0.09%	0.00%	0.00%
483250	Office/Clerical	Maintenance Admin Assist.	0.37%	0.09%	0.00%
644250	Office/Clerical	Revenue Processing Specialist	0.18%	0.18%	0.09%
656500	Office/Clerical	Passenger Sampling Clerk	0.09%	0.09%	0.00%
674200	Office/Clerical	Police Records Specialist	0.09%	0.00%	0.00%
712450	Office/Clerical	Rail Operations Clerk	0.28%	0.09%	0.00%
731750	Office/Clerical	Administrator Prop and Eviden	0.09%	0.00%	0.00%
733550	Office/Clerical	Senior Account Specialist	0.55%	0.09%	0.00%
733600	Office/Clerical	Sr. Account Spec-MT:Rev Balanc	0.18%	0.18%	0.00%
738750	Office/Clerical	Senior Admin Spec-AFSCME	1.29%	0.28%	0.09%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
738760	Office/Clerical	Senior Admin Spec-NR	0.09%	0.09%	0.09%
738800	Office/Clerical	North Loop Fac Supp Coord	0.09%	0.00%	0.00%
748000	Office/Clerical	Senior Customer Rel Spec	0.18%	0.18%	0.00%
777850	Office/Clerical	Payroll Specialist	0.09%	0.09%	0.00%
777860	Office/Clerical	Payroll Specialist-AFS	0.09%	0.00%	0.00%
784350	Office/Clerical	Senior Transit Information Rep	0.09%	0.09%	0.00%
800000	Office/Clerical	Stockkeeper	0.09%	1.11%	0.00%
863100	Office/Clerical	Programs and Administrat Spec	0.09%	0.00%	0.00%
885750	Office/Clerical	Transit Information Rep	1.39%	0.55%	0.09%
892750	Office/Clerical	Transit Service Center Rep	0.28%	0.09%	0.00%
903250	Office/Clerical	Fare Collections Specialist	0.18%	0.55%	0.00%
Total			46.03%	24.95%	5.36%

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
114000	Technicians	Program Tech Specialist-AFSCME	3.77%	0.42%	0.00%
186250	Technicians	Associate Community Outreach C	0.63%	0.42%	0.42%
196250	Technicians	Bus Stop Coordinator	0.00%	0.00%	0.00%
220500	Technicians	Electronic Rev Equip Administr	0.21%	0.00%	0.00%
231300	Technicians	Associate Communications Spec	0.63%	0.21%	0.21%
243600	Technicians	Industrial Automation Tech	0.00%	0.00%	0.00%
243700	Technicians	Industrial Automation Spec	0.00%	0.00%	0.00%
243800	Technicians	Principal Indus Autom Spec	0.42%	0.00%	0.00%
248700	Technicians	Construction Inspector Trainee	0.00%	0.42%	0.00%
248750	Technicians	Construction Inspector	0.21%	0.42%	0.21%
248760	Technicians	Construction Inspector-NR	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
259450	Technicians	Coordinator Material Mgmt	0.00%	0.21%	0.00%
262750	Technicians	Customer Serv and Mktg Admnstr	0.42%	0.00%	0.00%
269100	Technicians	PeopleSoft Administrator I	0.00%	0.21%	0.00%
318750	Technicians	Drafter III	0.00%	0.00%	0.00%
324000	Technicians	Revenue Mechanical Technician	0.00%	0.42%	0.42%
324200	Technicians	Lead Revenue Mechanical Tech	0.00%	0.00%	0.00%
325750	Technicians	Electronic Repair Tech	0.21%	0.84%	0.00%
338000	Technicians	Prin Admin Spec-NR	1.88%	0.63%	0.84%
338500	Technicians	Prin Admin Spec - AFSCME	1.67%	0.21%	0.21%
339250	Technicians	Sewer Availability Charge Tech	0.42%	0.00%	0.00%
339500	Technicians	Executive Assistant	0.63%	0.00%	0.00%
339750	Technicians	Program Tech Specialist-NR	1.88%	1.05%	0.21%
397515	Technicians	Graphic Production Specialist	0.21%	0.00%	0.00%
408100	Technicians	HRA Mobility Coordinator	0.42%	0.00%	0.21%
411500	Technicians	HRA Inspector	0.00%	0.21%	0.00%
413250	Technicians	HRA Specialist	0.63%	0.21%	0.00%
416800	Technicians	Benefits Administrator	0.00%	0.21%	0.00%
423750	Technicians	Industrial Waste Technician	0.00%	0.21%	0.00%
425500	Technicians	Sr Industrial Waste Technician	0.21%	0.00%	0.00%
425600	Technicians	Prin. Industrial Waste Tech	0.00%	0.00%	0.00%
426000	Technicians	Information Specialist	0.21%	0.00%	0.00%
429000	Technicians	Instructor	0.42%	0.84%	0.00%
437650	Technicians	Intern - Urban Scholar	0.21%	0.63%	0.00%
437750	Technicians	Intern	8.79%	5.86%	0.63%
443000	Technicians	Inventory Technician	0.00%	0.00%	0.21%
443100	Technicians	Technical Support Specialist 1	0.21%	0.42%	0.00%
443150	Technicians	Technical Support Specialist 2	0.00%	0.21%	0.21%
443200	Technicians	Technical Support Specialist 3	0.00%	0.21%	0.21%
443300	Technicians	Technical Support Specialist 4	0.21%	0.00%	0.00%
443325	Technicians	Technical Support Specialist 4	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
448250	Technicians	Laboratory Assistant	0.00%	0.00%	0.00%
448500	Technicians	Lab Analyst 1	0.21%	0.21%	0.21%
448525	Technicians	Lab Analyst 2	1.67%	0.63%	0.00%
465750	Technicians	Lead Sched Display Coordinator	0.00%	0.00%	0.00%
471000	Technicians	Lead Sr Elec Rev Equip Tech	0.00%	0.21%	0.00%
569400	Technicians	Systems Field Technology Tech	0.00%	0.00%	0.00%
621400	Technicians	Assoc. Market Dev Specialist	0.21%	0.00%	0.00%
628450	Technicians	Material Planner-AFS	0.00%	0.00%	0.00%
628550	Technicians	Supply Chain Coordinator	0.00%	0.00%	0.00%
674000	Technicians	Police and Security Administra	0.00%	0.21%	0.00%
700250	Technicians	Facilities Administrator	0.84%	0.42%	0.00%
717750	Technicians	Registered Land Surveyor	0.00%	0.21%	0.00%
723700	Technicians	Bus Technology Systems Spec	0.21%	0.00%	0.00%
724000	Technicians	Schedule Coordinator	0.42%	0.00%	0.00%
726500	Technicians	Schedule Distribtn Coordinator	0.00%	0.00%	0.00%
738900	Technicians	Data Request Liaison	0.21%	0.00%	0.00%
749250	Technicians	Revenue Equip Electronic Tech	0.00%	0.21%	0.00%
751000	Technicians	Senior Electronics Repair Tech	0.00%	0.00%	0.00%
761400	Technicians	Human Resources Assistant-AFS	1.46%	0.42%	0.42%
761700	Technicians	HR Program Coordinator	0.21%	0.21%	0.00%
775500	Technicians	Senior Metering and Alm Sys Op	0.42%	0.42%	0.00%
777900	Technicians	Senior Payroll Specialist	0.21%	0.21%	0.00%
794750	Technicians	Materials Spec Leadworker-AFS	0.21%	0.00%	0.00%
863800	Technicians	Program Coordinator	0.21%	0.21%	0.00%
864760	Technicians	HR Office Coordinator	0.21%	0.00%	0.00%
873500	Technicians	Technician II	0.00%	0.00%	0.00%
884000	Technicians	Transit Info Support Spec.	0.00%	0.00%	0.00%
888100	Technicians	Transit Inf Serv Data Coord	0.21%	0.00%	0.00%
103600	Para-Professionals	Sr Acct Specialist-MT AP	0.63%	0.42%	0.21%
123600	Para-Professionals	Sr Acct Specialist-MT AR	0.21%	0.21%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
448350	Para-Professionals	Senior Lab Assistant	0.00%	0.00%	0.00%
628500	Para-Professionals	Material Planner	0.00%	0.21%	0.00%
711250	Para-Professionals	Associate Real Estate Spec	0.21%	0.00%	0.00%
108700	Office/Clerical	Account Specialist	0.21%	0.42%	0.00%
110500	Office/Clerical	Administrative Specialist	0.00%	0.21%	0.00%
201500	Office/Clerical	Account Spec-MT:Accounting Clk	0.21%	0.00%	0.00%
219000	Office/Clerical	Clerical Assistant	0.21%	0.00%	0.00%
224250	Office/Clerical	Maintenance Admin Spec	0.21%	0.00%	0.00%
226100	Office/Clerical	Material Mgmt Administrator	0.21%	0.00%	0.00%
257500	Office/Clerical	Sr. Account Spec-MT:Cdt/Collec	0.21%	0.21%	0.00%
259250	Office/Clerical	Sr. Account Spec-MT:Sales Oper	0.21%	0.21%	0.21%
264500	Office/Clerical	Customer Relations Specialist	0.21%	0.21%	0.00%
264550	Office/Clerical	Customer Service Specialist	0.84%	0.63%	0.00%
264600	Office/Clerical	Senior Customer Service Spec	0.21%	0.00%	0.00%
343250	Office/Clerical	Facilities Maintenance Tech	0.00%	0.21%	0.00%
399250	Office/Clerical	Head Stockkeeper	0.00%	0.42%	0.00%
437950	Office/Clerical	Bridge Fellow-AFS	0.21%	0.21%	0.00%
441250	Office/Clerical	Sr. Account Spec-MT:Asset Mgmt	0.21%	0.00%	0.00%
457000	Office/Clerical	Lead Revenue Processing Spec	0.21%	0.21%	0.00%
472750	Office/Clerical	Lead Stockkeeper	0.42%	0.42%	0.21%
475000	Office/Clerical	Lead Transit Service Ctr Rep	0.21%	0.00%	0.00%
483250	Office/Clerical	Maintenance Admin Assist.	0.84%	0.21%	0.00%
644250	Office/Clerical	Revenue Processing Specialist	0.42%	0.42%	0.21%
656500	Office/Clerical	Passenger Sampling Clerk	0.21%	0.21%	0.00%
674200	Office/Clerical	Police Records Specialist	0.21%	0.00%	0.00%
712450	Office/Clerical	Rail Operations Clerk	0.63%	0.21%	0.00%
731750	Office/Clerical	Administrator Prop and Eviden	0.21%	0.00%	0.00%
733550	Office/Clerical	Senior Account Specialist	1.26%	0.21%	0.00%
733600	Office/Clerical	Sr. Account Spec-MT:Rev Balanc	0.42%	0.42%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
738750	Office/Clerical	Senior Admin Spec-AFSCME	2.93%	0.63%	0.21%
738760	Office/Clerical	Senior Admin Spec-NR	0.21%	0.21%	0.21%
738800	Office/Clerical	North Loop Fac Supp Coord	0.21%	0.00%	0.00%
748000	Office/Clerical	Senior Customer Rel Spec	0.42%	0.42%	0.00%
777850	Office/Clerical	Payroll Specialist	0.21%	0.21%	0.00%
777860	Office/Clerical	Payroll Specialist-AFS	0.21%	0.00%	0.00%
784350	Office/Clerical	Senior Transit Information Rep	0.21%	0.21%	0.00%
800000	Office/Clerical	Stockkeeper	0.21%	2.51%	0.00%
863100	Office/Clerical	Programs and Administrat Spec	0.21%	0.00%	0.00%
885750	Office/Clerical	Transit Information Rep	3.14%	1.26%	0.21%
892750	Office/Clerical	Transit Service Center Rep	0.63%	0.21%	0.00%
903250	Office/Clerical	Fare Collections Specialist	0.42%	1.26%	0.00%
Total			49.58%	30.75%	6.07%

**Protective Services: Sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
672200	Protective Services: Sworn	Police Officer (Full Time)	14%	25%	1%
672250	Protective Services: Sworn	Police Officer (Part Time)	1%	11%	0%
Total			14%	36%	1%

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %
124500	Protective Services: Non-Sworn	Asset Protection Specialist	0%	0%	1%
236800	Protective Services: Non-Sworn	Community Service Officers	21%	37%	0%
Total			21%	37%	1%

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %
103600	Para-Professionals	Sr Acct Specialist-MT AP	30.00%	20.00%	10.00%
123600	Para-Professionals	Sr Acct Specialist-MT AR	10.00%	10.00%	0.00%
448350	Para-Professionals	Senior Lab Assistant	0.00%	0.00%	0.00%
628500	Para-Professionals	Material Planner	0.00%	10.00%	0.00%
711250	Para-Professionals	Associate Real Estate Spec	10.00%	0.00%	0.00%
Total			50%	40%	10%

**Office Clerical** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
108700	Office/Clerical	Account Specialist	0.68%	1.35%	0.00%
110500	Office/Clerical	Administrative Specialist	0.00%	0.68%	0.00%
201500	Office/Clerical	Account Spec-MT:Accounting Clk	0.68%	0.00%	0.00%
219000	Office/Clerical	Clerical Assistant	0.68%	0.00%	0.00%
224250	Office/Clerical	Maintenance Admin Spec	0.68%	0.00%	0.68%
226100	Office/Clerical	Material Mgmt Administrator	0.68%	0.00%	0.00%
257500	Office/Clerical	Sr. Account Spec-MT:Cdt/Collec	0.68%	0.68%	0.00%
259250	Office/Clerical	Sr. Account Spec-MT:Sales Oper	0.68%	0.68%	0.00%
264500	Office/Clerical	Customer Relations Specialist	0.68%	0.68%	0.00%
264550	Office/Clerical	Customer Service Specialist	2.70%	2.03%	0.00%
264600	Office/Clerical	Senior Customer Service Spec	0.68%	0.00%	0.00%
343250	Office/Clerical	Facilities Maintenance Tech	0.00%	0.68%	0.00%
399250	Office/Clerical	Head Stockkeeper	0.00%	1.35%	0.00%
437950	Office/Clerical	Bridge Fellow-AFS	0.68%	0.68%	0.68%
441250	Office/Clerical	Sr. Account Spec-MT:Asset Mgmt	0.68%	0.00%	0.00%
457000	Office/Clerical	Lead Revenue Processing Spec	0.68%	0.68%	0.00%
472750	Office/Clerical	Lead Stockkeeper	1.35%	1.35%	0.68%
475000	Office/Clerical	Lead Transit Service Ctr Rep	0.68%	0.00%	0.00%
483250	Office/Clerical	Maintenance Admin Assist.	2.70%	0.68%	0.00%
644250	Office/Clerical	Revenue Processing Specialist	1.35%	1.35%	0.00%
656500	Office/Clerical	Passenger Sampling Clerk	0.68%	0.68%	0.00%
674200	Office/Clerical	Police Records Specialist	0.68%	0.00%	0.00%
712450	Office/Clerical	Rail Operations Clerk	2.03%	0.68%	0.00%
731750	Office/Clerical	Administrator Prop and Eviden	0.68%	0.00%	0.68%
733550	Office/Clerical	Senior Account Specialist	4.05%	0.68%	0.68%
733600	Office/Clerical	Sr. Account Spec-MT:Rev Balanc	1.35%	1.35%	0.00%
738750	Office/Clerical	Senior Admin Spec-AFSCME	9.46%	2.03%	0.00%
738760	Office/Clerical	Senior Admin Spec-NR	0.68%	0.68%	0.00%
738800	Office/Clerical	North Loop Fac Supp Coord	0.68%	0.00%	0.00%
748000	Office/Clerical	Senior Customer Rel Spec	1.35%	1.35%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
777850	Office/Clerical	Payroll Specialist	0.68%	0.68%	0.00%
777860	Office/Clerical	Payroll Specialist-AFS	0.68%	0.00%	0.00%
784350	Office/Clerical	Senior Transit Information Rep	0.68%	0.68%	0.68%
800000	Office/Clerical	Stockkeeper	0.68%	8.11%	0.00%
863100	Office/Clerical	Programs and Administrat Spec	0.68%	0.00%	0.00%
885750	Office/Clerical	Transit Information Rep	10.14%	4.05%	0.00%
892750	Office/Clerical	Transit Service Center Rep	2.03%	0.68%	0.00%
903250	Office/Clerical	Fare Collections Specialist	1.35%	4.05%	0.00%
Total			55%	39%	4%

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
119250	Skilled Craft	Apprentice Machinist Mechanic	0.00%	0.15%	0.10%
198000	Skilled Craft	Business Unit Coordinator	0.19%	0.15%	0.00%
198001	Skilled Craft	Business Unit Crdntr - CDL	0.05%	0.00%	0.00%
238100	Skilled Craft	Skilled Helper Commuter Rail	0.00%	0.05%	0.00%
322250	Skilled Craft	Electrician	0.05%	0.15%	0.05%
322350	Skilled Craft	Electrician Apprentice	0.10%	0.05%	0.00%
325710	Skilled Craft	Electro Mechanical Technician	0.05%	0.15%	0.05%
325715	Skilled Craft	Electro Mech Tech-Pnt and Body	0.00%	0.00%	0.05%
325900	Skilled Craft	Electronic Tech Commuter Rail	0.00%	0.00%	0.00%
432500	Skilled Craft	Interceptor Srvc Wrkr II - CDL	0.05%	0.24%	0.00%
432501	Skilled Craft	Interceptor Service Worker II	0.00%	0.05%	0.00%
434250	Skilled Craft	Interceptor System Leadwkr CDL	0.00%	0.00%	0.00%
450000	Skilled Craft	Lead Electrician	0.00%	0.00%	0.05%
455250	Skilled Craft	Lead Machinist Mechanic-CDL	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
455251	Skilled Craft	Lead Vehicle Mechanic	0.00%	0.00%	0.00%
455252	Skilled Craft	Lead Machinist Mechanic	0.00%	0.00%	0.00%
460500	Skilled Craft	Lead Painter	0.00%	0.00%	0.00%
478100	Skilled Craft	Licensed Lead Electrician	0.00%	0.00%	0.00%
481500	Skilled Craft	Machinist Mechanic-CDL	0.00%	0.00%	0.00%
481501	Skilled Craft	Machinist Mechanic	0.05%	0.24%	0.00%
631000	Skilled Craft	Mechanic Technician	0.29%	2.87%	0.15%
631050	Skilled Craft	Mechanic Technician - EPA 608	0.00%	0.39%	0.00%
633000	Skilled Craft	Facilities Technician	0.00%	0.24%	0.05%
633100	Skilled Craft	Mechanic Commuter Rail	0.00%	0.00%	0.05%
654750	Skilled Craft	Painter	0.00%	0.10%	0.00%
661750	Skilled Craft	Pipefitter	0.00%	0.00%	0.00%
668750	Skilled Craft	Plant Operator	0.54%	1.61%	0.15%
668751	Skilled Craft	Plant Operator-CDL	0.19%	0.00%	0.00%
709175	Skilled Craft	Foreperson, Commuter Rail	0.00%	0.00%	0.00%
709210	Skilled Craft	SCADA/Comm Electronic Tech	0.00%	0.00%	0.05%
709220	Skilled Craft	Signals Technician	0.00%	0.10%	0.00%
709260	Skilled Craft	Foreperson, Signals	0.00%	0.05%	0.00%
709270	Skilled Craft	Foreperson, SCADA/Comm	0.00%	0.05%	0.00%
709300	Skilled Craft	Foreperson Electro Mech Tech	0.00%	0.05%	0.00%
709311	Skilled Craft	Foreperson, Track	0.00%	0.05%	0.00%
709321	Skilled Craft	Track Maintainer	0.00%	0.10%	0.00%
709340	Skilled Craft	Foreperson, Traction Power	0.00%	0.00%	0.00%
709355	Skilled Craft	Traction Power Maintainer	0.05%	0.05%	0.00%
709360	Skilled Craft	Licensed Journeyman Electr	0.00%	0.00%	0.00%
709375	Skilled Craft	Foreperson, Fac Systems Maint	0.00%	0.00%	0.00%
709385	Skilled Craft	Foreperson, Facilities Mainten	0.00%	0.05%	0.00%
772100	Skilled Craft	Fac Tech Chief Eng Lic Req	0.00%	0.05%	0.00%
796500	Skilled Craft	Stationary Engineer	0.00%	0.10%	0.00%
796700	Skilled Craft	Chief Stationary Engineer	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>
905000	Skilled Craft	Vehicle Mechanic-CDL	0.00%	0.00%	0.00%
905001	Skilled Craft	Vehicle Mechanic	0.00%	0.00%	0.00%
196076	Service Maintenance	Bus Operator PT Day	1.31%	2.14%	0.05%
196077	Service Maintenance	Bus Operator PT Weekend	0.19%	1.12%	0.00%
196078	Service Maintenance	Bus Operator FT	9.25%	27.17%	0.63%
217250	Service Maintenance	Cleaner	0.63%	0.88%	0.00%
217300	Service Maintenance	Cleaner, Commuter Rail	0.05%	0.05%	0.00%
364250	Service Maintenance	Garage Coordinator	0.00%	0.19%	0.00%
366000	Service Maintenance	General Dispatcher	0.15%	0.34%	0.00%
404500	Service Maintenance	Helper	0.54%	1.46%	0.00%
430750	Service Maintenance	Interceptor Service Worker	0.00%	0.05%	0.00%
430751	Service Maintenance	Interceptor Service Wrkr-CDL	0.00%	0.05%	0.00%
444750	Service Maintenance	Janitor	0.58%	0.73%	0.00%
453500	Service Maintenance	Lead Janitor	0.05%	0.10%	0.00%
479000	Service Maintenance	LRT Helper	0.15%	0.88%	0.05%
626750	Service Maintenance	Mark Up Dispatcher	0.05%	0.00%	0.00%
701100	Service Maintenance	Public Facilities Worker	0.44%	1.56%	0.00%
701120	Service Maintenance	Lead Public Facility Worker	0.00%	0.05%	0.00%
709900	Service Maintenance	Train Operator	0.54%	2.00%	0.00%
712550	Service Maintenance	Rail Dispatcher	0.00%	0.05%	0.00%
719500	Service Maintenance	Relief Mark-Up Dispatcher	0.00%	0.05%	0.00%
888300	Service Maintenance	Transit Inf Serv Installer	0.00%	0.05%	0.00%
888400	Service Maintenance	Senior Transit Info Srv Instlr	0.00%	0.00%	0.00%
<b>Total</b>			<b>16%</b>	<b>46%</b>	<b>1%</b>

**Service Maintenance** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %
196076	Service Maintenance	Bus Operator PT Day	1.99%	3.24%	0.07%
196077	Service Maintenance	Bus Operator PT Weekend	0.29%	1.69%	0.00%
196078	Service Maintenance	Bus Operator FT	13.97%	41.03%	0.96%
217250	Service Maintenance	Cleaner	0.96%	1.32%	0.00%
217300	Service Maintenance	Cleaner, Commuter Rail	0.07%	0.07%	0.00%
364250	Service Maintenance	Garage Coordinator	0.00%	0.29%	0.00%
366000	Service Maintenance	General Dispatcher	0.22%	0.51%	0.00%
404500	Service Maintenance	Helper	0.81%	2.21%	0.00%
430750	Service Maintenance	Interceptor Service Worker	0.00%	0.07%	0.00%
430751	Service Maintenance	Interceptor Service Wrkr-CDL	0.00%	0.07%	0.00%
444750	Service Maintenance	Janitor	0.88%	1.10%	0.00%
453500	Service Maintenance	Lead Janitor	0.07%	0.15%	0.00%
479000	Service Maintenance	LRT Helper	0.22%	1.32%	0.07%
626750	Service Maintenance	Mark Up Dispatcher	0.07%	0.00%	0.00%
701100	Service Maintenance	Public Facilities Worker	0.66%	2.35%	0.00%
701120	Service Maintenance	Lead Public Facility Worker	0.00%	0.07%	0.00%
709900	Service Maintenance	Train Operator	0.81%	3.01%	0.00%
712550	Service Maintenance	Rail Dispatcher	0.00%	0.07%	0.00%
719500	Service Maintenance	Relief Mark-Up Dispatcher	0.00%	0.07%	0.00%
888300	Service Maintenance	Transit Inf Serv Installer	0.00%	0.07%	0.00%
888400	Service Maintenance	Senior Transit Info Srv Instlr	0.00%	0.00%	0.00%
Total			21%	59%	1%

## Appendix E: Determining Availability

Officials/Administrators (note: Minority = Racial/Ethnic minority; lWD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lWD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lWD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	30.51%	43.00%	14.55%	3.60%	13.12%	4.44%	1.10%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOCP Title & CODE : Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	69.49%	36.29%	21.41%	3.87%	25.21%	14.88%	2.69%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>	<b>38.33%</b>	<b>19.32%</b>	<b>3.79%</b>		

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	70.69%	52.70%	18.41%	3.40%	37.25%	13.01%	2.40%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	29.31%	46.03%	24.95%	5.36%	13.49%	7.31%	1.57%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>	<b>50.74%</b>	<b>20.33%</b>	<b>3.97%</b>		

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	74.83%	57.20%	27.08%	4.60%	42.80%	20.26%	3.44%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018

<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	25.17%	49.58%	30.75%	6.07%	12.48%	7.74%	1.53%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>	<b>55.28%</b>	<b>28.00%</b>	<b>4.97%</b>		

**Protective Services: Sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Factor</b>	<b>Weight Ratio</b>	<b>Raw Statistics Female</b>	<b>Raw Statistics Minority</b>	<b>Raw Statistics lwd</b>	<b>Weighted Statistics Female</b>	<b>Weighted Statistics Minority</b>	<b>Weighted Statistics lwd</b>	<b>Source of Statistics</b>	<b>Reasons for External and Internal Weight Ratio</b>
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	82.94%	20%	22%	1%	16.59%	18.16%	0.91%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1, 2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	17.06%	14.41%	36.44%	0.85%	2.46%	6.22%	0.14%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>	<b>19.05%</b>	<b>24.38%</b>	<b>1.06%</b>		

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	28.60%	35.01%	7.10%	28.60%	35.01%	7.10%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics.  Regions: [Twin Cities Metro Region]  SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	0.00%	21.05%	36.84%	0.85%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>	<b>28.60%</b>	<b>35.01%</b>	<b>7.10%</b>		

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	71.00%	84%	41%	7%	59.64%	29.11%	5.04%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics.  Regions: [Twin Cities Metro Region]  SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018

<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	29.00%	50.00%	40.00%	10.00%	14.50%	11.60%	2.90%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>			<b>74.14%</b>	<b>40.71%</b>	<b>7.94%</b>		

**Office Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Factor</b>	<b>Weight Ratio</b>	<b>Raw Statistics Female</b>	<b>Raw Statistics Minority</b>	<b>Raw Statistics lwd</b>	<b>Weighted Statistics Female</b>	<b>Weighted Statistics Minority</b>	<b>Weighted Statistics lwd</b>	<b>Source of Statistics</b>	<b>Reasons for External and Internal Weight Ratio</b>
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	78.33%	58.33%	23.95%	6.50%	45.69%	18.76%	5.09%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOC Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	21.67%	55.41%	38.51%	4.05%	12.01%	8.35%	0.88%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>			<b>57.70%</b>	<b>27.11%</b>	<b>5.97%</b>		

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Factor</b>	<b>Weight Ratio</b>	<b>Raw Statistics Female</b>	<b>Raw Statistics Minority</b>	<b>Raw Statistics lwd</b>	<b>Weighted Statistics Female</b>	<b>Weighted Statistics Minority</b>	<b>Weighted Statistics lwd</b>	<b>Source of Statistics</b>	<b>Reasons for External and Internal Weight Ratio</b>
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<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	79.03%	15.60%	31.06%	6%	12.33%	24.55%	4.74%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	20.97%	15.53%	45.96%	1.46%	3.26%	9.64%	0.31%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>	<b>15.59%</b>	<b>34.18%</b>	<b>5.05%</b>		

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

<b>Factor</b>	<b>Weight Ratio</b>	<b>Raw Statistics Female</b>	<b>Raw Statistics Minority</b>	<b>Raw Statistics lwd</b>	<b>Weighted Statistics Female</b>	<b>Weighted Statistics Minority</b>	<b>Weighted Statistics lwd</b>	<b>Source of Statistics</b>	<b>Reasons for External and Internal Weight Ratio</b>
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	96.39%	41.50%	34.90%	8.80%	40.00%	33.64%	8.48%	The American Community Survey (2016-2020) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: [Twin Cities Metro Region] SOCP Title & CODE: Officials administrators & professional	External and internal weight ratio numbers were determined using the whole ratio calculation method between the number of hired and promoted between July 1,2012 and June 30, 2018
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	3.61%	21.03%	58.75%	1.10%	0.76%	2.12%	0.04%	Employee workforce for the job classifications that constitute feeders to this job category.	

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The value of weight must equal to 100.00% →	100.00%		<b>Final Avail %</b>	<b>40.76%</b>	<b>35.76%</b>	<b>8.52%</b>
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## Appendix F: Utilization-Goal Analysis

### Female

Job Categories	Total Number of Employee in Job Category	Total Number of Female Employee in the Job Category	% of Female Employee in the Job Category	Female Availability %	Female Establish Goals?	If Yes, Goals for FY 2022-2024
Officials/Administrators	549	156	28.42%	38.33%	Yes	38.33%
Professionals	614	266	43.32%	50.74%	Yes	50.74%
Technicians	320	150	46.88%	55.28%	Yes	55.28%
Protective Services: Sworn	118	17	14.41%	19.05%	Yes	19.05%
Protective Services: Non-sworn	19	4	21.05%	28.60%	Yes	28.60%
Paraprofessionals	10	5	50.00%	74.14%	Yes	74.14%
Office Clerical	148	82	55.41%	57.70%	Yes	57.70%
Skilled Craft	694	33	4.76%	15.59%	Yes	15.59%
Service Maintenance	1360	286	21.03%	40.76%	Yes	40.76%
Totals	3832	999	26.07%			

### Racial/Ethnic Minorities

Job Categories	Total Number of Employee in Job Category	Total Number of Minority Employee in the Job Category	% of Minority Employee in the Job Category	Minority Availability %	Minority Establish Goals?	If Yes, Goals for FY 2022-2024
Officials/Administrators	549	122	22.22%	19.32%		
Professionals	614	127	20.68%	20.33%		
Technicians	320	86	26.88%	28.00%	Yes	28.00%
Protective Services: Sworn	118	43	36.44%	24.38%		
Protective Services: Non-sworn	19	7	36.84%	35.01%	Monitor	

<b>Job Categories</b>	<b>Total Number of Employee in Job Category</b>	<b>Total Number of Minority Employee in the Job Category</b>	<b>% of Minority Employee in the Job Category</b>	<b>Minority Availability %</b>	<b>Minority Establish Goals?</b>	<b>If Yes, Goals for FY 2022-2024</b>
Paraprofessionals	10	4	40.00%	40.71%	Monitor	
Office Clerical	148	57	38.51%	27.11%		
Skilled Craft	694	145	20.89%	34.18%	Yes	34.18%
Service Maintenance	1360	799	58.75%	35.76%		
Totals	3832	1390	36.27%			

**Individuals with Disabilities** (note: IwD = Individuals with disabilities)

Job Categories	Total Number of Employee in Job Category	Total Number of IwD Employee in the Job Category	% of IwD Employee in the Job Category	IwD Availability %	IwD Establish Goals?	If Yes, Goals for FY 2022-2024
Officials/Administrators	549	15	2.73%	3.79%	Yes	3.79%
Professionals	614	30	4.89%	3.97%		
Technicians	320	22	6.88%	4.97%		
Protective Services: Sworn	118		0.85%	1.06%	Monitor	
Protective Services: Non-sworn	19		5.26%	7.10%	Monitor	
Paraprofessionals	10		10.00%	7.94%	Monitor	
Office Clerical	148	8	4.05%	5.97%	Yes	5.97%
Skilled Craft	694	15	2.16%	5.05%	Yes	5.05%
Service Maintenance	1360	15	1.10%	8.52%	Yes	8.52%
Totals	3832	106	2.77%			

## Definitions of Terms Used in This Affirmative Action Plan

**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget (M.S. 473.143).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a state agency. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal state agency workforce for the Affirmative Action Plan year.

**Feeder job:** staffed positions within the agency that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area:** a geographic area in which an agency is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Missed Opportunities:** This term is used as part of the Council's Monitoring the Hiring Process. Hiring Managers complete a form to monitor appointments when there is an underutilization of protected group members.

**Protected groups:** females, persons with disabilities, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported Work Program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.

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<sup>i</sup> The term "minorities" has been replaced with "people of color" throughout this Plan to reflect current terminology.